Those in attendance: Dr. Michael Gibbons, Chris Tsavatewa, Joel Morgan, Ron Ardelean, Amanda Register, Margo Woodham, Dian Mitchell, Julie Davis, Dr. Michael Stewart, Brian Stanley, Erin Crider, Geoff Dyer, Shane Allen, Josh Waters, Amanda Funches, and Dr. Debra Matthews
Absent: Laura Gay, Cheryl Carty, Christy Colvin, Lee Ann Kirkland, Shane Roland, & Roger Dixon.
Recorder: April Gregg

1. **Agenda** is approved by close of business on 3/26/2020 if no one objects via email or Teams.
2. **Review and Approve Minutes:** is approved by close of business on 3/26/2020 if no one objects via email or Teams.
3. **Updates from the Chair:**
   a. **Microsoft Teams Update – Utilization and Access (Teleworking)**
      1. **New Membership/ Replacements –** will have to work around the calling limit within Teams. May have to use Zoom for calling and Teams for everything else (chat, documents, etc.)
   b. **Email BPM Timeline to USG –** Tier 1 needs to be done on time, gave USG the timeline of July 1st, 2020 along with Tier 2 completion.
   c. **Email to USG Human Resources –** Tier 1 needs to be done on time, gave USG the timeline of July 1st, 2020 along with Tier 2 completion.
   d. **Campus Update Officer Appointments**
      Dr. Gibbons said the chief officer positions were approved by cabinet. Cabinet approved per the email that Dr. Jon Anderson gave to him. Official documentation of this approval will be put on file.

4. **Old Business**
   a. **Updates on outstanding - Tier 1 Elements**
      1. **Safeguard, Systems, and Access (Joel Morgan)**
         Safeguard - will be the last thing he does.
         Systems – associated with the "MGA Data System & Record Storage Inventory Analysis" that went and was completed. This has been posted within Teams. Data needs to be consolidated. Joel came up with a template to use for this consolidation, "System Summary". Each system needs to have this document completed, located under files within Teams. Once we have this completed this will meet many of the requirements. Joel posted a list of systems used that came from the in the survey.
         Access - included in the data classification and data standards. Joel is working on it now.
      2. **GLBA, HIPAA – Josh/Joel**
         GLBA by Joel – document is basically complete, need someone else to review on the opt-out option. Josh will review and make decision. Once approved, we can move it and share with students, post to website and link to subcommittees.

3. **Research**

   Chris Tsavatewa – reported to USG and in compliance. Waiting on auditing document from IRB that tracks their edits. Working on building a website for MGA community to post these documents, etc.

b. **Tier 2 Updates – Subcommittee Lead**

   1. **Training – Task create compressive training protocol (YES Required)**
      1. **Has the organization established a training program consistent with requirements in section 12.5.2 that provides role specific training to all individuals in the data governance structure (including data users and those subject to data governance policies) and ensures they understand their roles, responsibilities, and applicable policies and procedures?** Ron Ardelean stated that they haven't made much progress. USG is putting out a training module that he will look at once available. This should be available by end of April and customizable for us to use at MGA. Joel gave a copy of a PowerPoint from Sway – that looks good. Ron wants to set up training that is tracked by a certificate for record of completion. End of April to end of June, wrap this up and close this expectation out.

   2. **Data Governance Structure – Task Updates /Adjustments (YES Required) –** Dr. Gibbons' team hasn't made much progress. Joel requested that we have a procedure in place that gives this group functioning authority. Michael's group will refine document and clarify approval process.
      1. **Has the organization created and commenced functioning of a data governance committee structure that carries out the roles described in the institution-wide data governance committee and functional and technical data governance committee sections in section 12.2.1?** yes
      2. **Have data trustees been appointed for all necessary data domains?** yes
      3. **Do all data trustees understand their responsibilities outlined in section 12.2.1?** will have to discuss
      4. **Have data stewards been appointed for all necessary data domains?** yes
      5. **Do all data stewards understand their responsibilities outlined in section 12.2.1?** this committee is mostly the data stewards, so yes

   3. **Data Availability – (YES Required)**
      1. **Has the organization documented and communicated the expectations and processes around the availability of each data resource commensurate with its operational importance.** Michael Stewart his team will take the list that Joel provided of the systems used and work on getting the system summary done. This will be the starting point to which systems are critical and of

high importance if they aren't available at certain points to certain groups of people.

4. **New Business**
   a. **Tier 3 Discussion – Timeline and Changes (12/31/20)** – most comprehensive section
      3. **GDPR Moved -**
      4. **Section 12.3.2 Data Elements and Data Definition Documentation**
      5. **Section 12.3.3 Data Quality Control** – paper life cycle and general ownership of things.
      6. **Section 12.3.5 Data Life Cycle**
      7. **Section 12.5.4 Monitor**
      8. **Section 12.5.4 Audit** – be prepared to respond to audit

   b. **Creation of Auditing Subcommittee –** Need to generate a working group. This is a small sub-committee group. They will do small self-audits and document process and filling of gaps. Michael suggest someone on the fiscal affairs team be on this group. Will decide on a group soon, not today. Josh will help with this group. Brian Stanley volunteered as well.
   c. **Relationship to Global Data Governance Committee** – cabinet level executives. Josh stated that the charter says policies have to be approved by cabinet. Procedures and guidelines are given to cabinet, but they don't necessarily have to approve them; they are given just for notification purposes. Put documents in Teams**.**
   d. **Technical Data Governance Committee** – OTR people, Joel involved with
   e. **Repository** – Joel suggested should be in Teams folder. A folder will be created within Teams for approved documents to be the source folder file for all to see.

5. **Adjournment** - at 12:35pm