The Functional Data Governance Committee

7/30/2020

Attending via Teams:  Michael Gibbons, Samantha Boswell, Dian Mitchell, Michael Stewart, Brian Stanley, Christy Colvin, Amanda Register, Beverly Bergman, Chris Tsavatewa, Joel Morgan, Julie Davis, Erin Crider, Cheryl Carty, Ron Ardelean, Josh Waters.

Recorder: Laura Gay

1.  Approve Agenda

2.  Review and Approve Minutes:  The minutes were reviewed.  If no corrections or additions are made by COB today, minutes will be accepted.

3.   Updates from the FDC Chair:

   a.   Dr. Gibbons reported that we are back on track on BPM timeline, but upcoming workload is large.
   b.   There is still a lot of work to be done and we will need FDGC members to participate.
   c.   GLBA Audit – Joel met with USG auditors early July and changed the process.  They reviewed "risk register" and have to fill out USG desk audit in August.  The Risk Register is done for GLBA systems.

4.   Old Business:

   a.   Tier 1 Subcommittee Lead Updates:
      i.   Update USG –Chris Tsavatewa reported on the meetings he has had with USG.
      ii.   Publishing Standards - Committee needs to discuss maintaining publishing for this committee on the FDG website, and consider how to coordinate with policy webpage.  After discussion regarding how to do this, it was decided that we would table this discussion for today and set a time for Michael, Joel, Josh and Chris to meet separately.

   b.   Tier 2 Subcommittee Lead Updates:
      i.   Data Systems Inventory and Data Availability:  – Margo, Amanda and Michael divided systems but have not yet completed reaching out to the departments.  May reach out to Joel for assistance.  Their plan is to complete tasks for their own areas, which will help them have a better understanding when asking others to complete theirs.
      ii.   Data Governance – Working on the charter (Chris/Joel put up a new draft in the Teams site).  Changes were to make committee membership one of many role a steward or trustee may have.  We are supposed to have representatives from each domain, so Deans need to be added to cover their areas.  The link is in Teams folder so if any further changes are made the group will be made aware so they can ask questions.  The charter needs to be complete and voted on in August meeting.
      iii.   Training - Ron Ardelean reported that they have identified three roles: data owners, data steward, and data trustee and have received forms from USG which he has uploaded into Teams files.  Dian Mitchell, Erin Crider will be able to assist still;

Cheryl Carty will be unable to be involved due to other responsibilities, but remains able to assist with the communication piece. Ron has questions to ask Michael offline later.

    c. Technical Data Governance Committee - Geoff Dyer met with Charter, communicated role of committee and summary sheets. He has already implemented requiring anyone purchasing software to use a summary sheet.

5. New Business
   a. Tier 3 Discussion.
      i. Section 12.3.2 Data Elements and Data Definition Documentation: Key term is mission-critical, not for every system we use. System summary shows which ones are mission-critical.
      ii. Section 12.3.5 Data Life Cycle: Dian Mitchell noted this refers not just to electronic records, but also to paper records. Some hybrid system (like knowledge) have never had the electronic records purged
      iii. Section 12.5.4 Monitor: Once we get the other questions answered, these two questions can be answered "yes."
      iv. Section 12.5.4 Audit – We need to maintain the systems which includes spot checking/auditing. Idea may be to develop an audit committee.

GDPR – Chris – Expectations still being refined, continue to have bi-weekly meetings.

Michael would like to set up committees to deal with these Sections 12.3.2 – 12.5.4. and remind everyone these are due by 12/31/20. He will create an email thread so committee members can volunteer for pieces with which they can assist.

The Committee must get these processes started started, but there has to be a point where the committee turns it over to data owners.

6. Adjournment