Minutes from the October meeting were reviewed and approved.

**Update on functional data governance committees and data stewards**

Finance and HR Functional Data Governance Committees (FDGCs) were combined and met in October. The group discussed FTE and FT/PT indicator. Student FDGC reviewed coding of online courses and programs. So far attendance has been good at the FDGCs.

**Data dictionary standards**

Reviewed data dictionary standards. Remove relationship field. Change name of Data Classification to Data Sensitivity Classification. Update Data Steward to refer to office not individual. Approved data dictionary standards with those revisions.

**Ownership and development of data dictionaries**

Reviewed Data Steward starting points which includes data glossary, how to determine data ownership, Data Stewardship training, and Data Stewardship tools. Looked at top 150-200 PeopleSoft (PS) tables in the data warehouse. Question about if anyone is using the delivered streamlined ‘SSR’ tables from PS. We are currently not using these tables for reporting. How should we approach creating data dictionaries? Emily and Paula may have some of this done in Score Docs on Lotus Notes. Diane will look into this to see what is available in Lotus Notes. PeopleBooks also has some of this. Issues with using PeopleBooks are that we have a lot of customizations that won’t be in PeopleBooks and if we pre-populate definitions they may not be reviewed as carefully. How should we parcel out fields? Should this be done by PS screen or by table? Since fields can be on multiple screens it may be easiest to go by table. Is it possible to get usage statistics to see what tables are hit (edited or viewed) the most? We will need to follow up with Mike Ospitale or Jim Gonzales to see if PS has this ability. Other issues include: How should we handle tables owned by multiple groups such as East and West campus Registrar? How do we determine who owns a table used by multiple groups, such as the address table?

**Data Asset Inventory**

Reviewed list of Hospital application provided by Dennis. These are mainly clinical tables but sometimes data is pulled for research. This list will go to Matt Nappi’s security group. Add Credly to the West campus list. It is being used by SPD to track Badges. We can also add Collegiate Link to asset inventory. We still need a list of Research data application.

Next monthly meeting scheduled for December 14 at 2-3 pm in the President’s Conference Room.

**Attendees:**
- Diane Bello
- Ahmed Belazi
- Braden Hosch
- Dennis Gallagher, in for Kathy Ross
- Jacqueline Pascariello

**Not in attendance:**
- Kim Berlin
- Rodney Morrison
- Theresa Diemer
- Wendy Tang
- Kathryn Larsen
- Lyle Gomes
- Michael Ospitale
- Tracey MacEachern