Minutes from the December meeting were reviewed and approved. There was no meeting in January.

**Update on functional data governance committees** – Reviewed project list from FDGCs. Kim create spreadsheet (FDGS Project Status List.xlsx) to track project the groups work on. It includes Project #, Project Name, Category, Project Description/Analysis, Date Introduced, Goal, Analysis, Decisions, Resolution, Complete, Action Plan to prevent future issues, Communication Plan, Training Plan, and Metrics. Need communication plan, training plan and metrics to track progression. Should that be handled by DGC? It was decided that the type of communication depends on the project. At a minimum, people with access to the field should be notified of changes. For instance with the new FTE definitions, anyone creating reports would need to know so they can label appropriately.

Discussed faculty assignments. We currently don’t have course information for Medical and Dental school. Use dummy classes, no credits or grades in PS. How are joint appointments tracked?

DGC discussed ramifications and some details of current projects to rename academic groups and academic levels. No decisions or action items emerged.

**Update budget request for metadata management tool** – Financial resources for data governance support software were identified through a plan to re-purpose annual maintenance fees for portion of the data warehouse, which is unlikely to be developed further by the vendor. The CIO asked the CISO to review for security issues. If there are no issues we will proceed with acquisition of an data governance application. If this is not possible, we will have to wait until the next fiscal year.

**Workflow for issues/codes** – U5/U6 discussion was flagged by Diane Bello for the Data Governance groups review. Other data questions like creating a new code for NATO visas did not go to data governance. How do we determine what should go to Data Governance for review? Will it change reports? Will it affect multiple areas? Does it have an impact on external functions? If so, it should be put thorough DG.

**Data Governance web site review** – Review updates to website. Report Standards now listed. Discussed question of putting meeting minutes on website for transparency. Group agreed this is a good idea.

Next monthly meeting scheduled for March 8 at 2-3 pm in the President’s Conference Room.

Atend by:
- Braden Hosch
- David Cyrille
- Diane Bello
- Jacqueline Pascariello
- Kathryn Larsen
- Kim Berlin
- Mike Riordan, in for Rodney Morrison
- Theresa Diemer
- Wendy Tang

Not in attendance:
- Ahmed Belazi
- Lyle Gomes
- Michael Ospitale
- Tracey MacEachern