Data Governance Council
Meeting Minutes February 14, 2019, 2-3 PM
President’s Conference Room

Review and approval of the minutes – Minutes from the November meeting were reviewed and approved. There were no DGC meetings in December and January.

Data Asset Inventory – next steps data collection – Data asset inventory contains all major applications on campus except for Research applications. The inventory should have the asset, brief description, where it is stored, who is responsible, sensitivity level, how governed, data quality measures, data access, usage and literacy, extraction and reporting, and analytics. The first inquiry will ask for data asset, basic description (1 -2 sentences), storage location, primary contact information (name, title, office and email), and information sensitivity (high, medium, low). Reviewed email template and Qualtrics survey to be sent out to known data owners. Discussed options for where it is stored to include file share, server name, cloud, and database name. Change primary contact to primary campus contact to avoid confusion. Update Data Sensitivity Level from Medium to Moderate and add box for why level chosen. Add Data Cookbook to asset list. Pilot for data asset email will start with 10-15 people the last week in February. We will need a policy in place to prevent data from getting stale. Outreach can possibly be done annually. A process can be added before procurement for new assets (Will discuss at later date).

Email correspondence may not work for East campus where there each data owner has many assets. David will set up meeting with John Hennessy, Dr. Kelly and Braden to discuss best process to get information for East campus. Possibly use Smartsheets on East campus which mimics Google sheets’ functionality.

Issue update – Current issues being worked on by Functional Data Governance Committees:

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<thead>
<tr>
<th>Student/Academics Committee</th>
<th>Finance/ HR Committee</th>
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<tbody>
<tr>
<td>Address data</td>
<td>Faculty tenure department</td>
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<tr>
<td>Semantic info in section codes</td>
<td>Employee education</td>
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<td>Plan descriptions</td>
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Analytics update – Acquiring more Tableau interactor licenses. Will be given to department including Registrar, Financial Aid, and Academic departments. These can possibly be used to replace some EAB functionality in the future. Discussed having data analytics added to performance programs and job description. Human Resources was not receptive in the past but it may need to be reframed and addressed again in the future. Make sure Tracey is at that meeting.

The next monthly meeting is scheduled for March 14, 2-3 pm in the President’s Conference Room.

Attended by:
Braden Hosch
Brian Nucci (for Diane Bello)
David Cyrille
Jacqueline Pascariello
Kathryn Larsen

Not in attendance:
Ahmed Belazi
Diane Bello
Lyle Gomes
Robert Davidson
Rodney Morrison