

**Data Governance Council**  
**Meeting Minutes September 12, 2019, 2-3 PM**  
**President's Conference Room**

**Welcome and introductions** – New members Jim Gonzales (Information Technology designee), Paula Di Pasquale-Alvarez (University Senate Designee), Stefan Hyman (Interim Associate Provost for Enrollment and Retention Management), and Surita Bhatia (Provost's designee) were welcomed to the committee.

**Review and approval of the minutes** – Minutes from the May meeting were reviewed and approved.

**Election of Chair and Co-Chair** – Braden and Kim were elected unanimously to remain on as chair and co-chair for the upcoming year. Theresa will continue to serve as an *ex officio* member of the Data Governance Council; her responsibilities will encompass those of Council Secretary in lieu of an elected Secretary.

**Annual report for 2018-19** – Annual report was reviewed and approved with small change in title from 'Data Governance' to 'Organizational Structures' on page 7 under Other. Major accomplishments included

- Oversaw identification and implementation of 41 projects
  - Complete: 6
  - In progress: 12
  - In queue: 23
- Completed initial data asset inventory of University data assets
- Oversaw initial implementation of Data Cookbook as metadata management tool
- Demonstrated improvement on average maturity of data governance, improving from mean of 2.38 in spring 2017 to a mean of 2.82 in spring 2019 on a 5-point scale.

**Maturity Model Results** – Reviewed maturity model results in following categories: communication, culture, organizational structure, data quality, and roles & responsibilities. Kim offered several actions that would advance data governance:

- Complete data dictionary implementation
- Training about data, data policies, data quality, data governance
- Communicate more about DG
- DQ tool adoption? Vs. audit reports
- DQ Validate external data feeds
- Formalize DG positions – leadership, adding to existing pos. descriptions
- Metrics- roles to define, develop and assess DG
- Data management, DQ policies documented, accessible and reviewed

The DGC received the results and discussed accomplishments and barriers, including how insufficient staffing to support communication and change impacted progress.

**Priorities for 2019-20** – Priorities include finalizing Data Cookbook, data quality, and communication. The DGC agreed that the very top priority was to implement Data Cookbook and ensure that the efforts to publish dictionaries become fleshed out so that data quality reports could subsequently be generated. Recommendation to improve data quality by sending out audit reports throughout year not just at beginning of semester. Put data steward responsibilities in position description. Continue data purging discussion next meeting.

The next monthly meeting is scheduled for October 10, 2019 2-3 pm in the President’s Conference Room.

***Attended by:***

*Ahmed Belazi  
Braden Hosch  
David Cyrille  
Diane Bello  
Jim Gonzales*

*Kathryn Larsen  
Kim Berlin  
Lyle Gomes  
Paula Di Pasquale-Alvarez  
Robert Davidson*

*Stefan Hyman  
Surita Bhatia  
Theresa Diemer  
Tracey MacEachern*

***Not in attendance:***

*Stephanie Rovello*