

Data Governance Council
Meeting Minutes November 10, 2022, 2-3pm Provost's Conference room/Zoom

Minutes from September 29th were reviewed and approved.

Review of priorities survey results – We reviewed results of the survey for Data Governance Priorities for 2022-23. All priorities are listed below. The top 8 are the priority items that we are most likely to tackle in the 2022-23 academic year. These top priorities include several that are already in progress from last year.

#	Priority Title & Description	Notes
1	Policy/Project Issues - Data purging pilot: In progress. Financial Aid data purging pilot slowed due to limited IT resources. Currently, having difficulty putting together a team to push the button. Created an ongoing process that needs to be implemented. Starting with ISIR records for students that never attended	Jim spoke to his team and believes the holdup is not with them. Nick is going to reach out to the group to see what the status is. He will have an update in December.
2	Policy/Project Issues - Data Policy usage, storage: a university policy and training for employees who have access to sensitive data on the proper use and handling the data.	New - a high priority that is dependent upon the "data access policy"
3	Policy/Project Issues - Data access policy: In progress. Committee has been empaneled to assess current data access policies and to provide recommendations to the DGC expected around end of October	Braden is leading the subcommittee, updates anticipated for December.
4	Policy/Project Issues - Continue populating Data Cookbook: In progress. Data definitions will become available to users as we associate them with reports and analytics. There are 107 "approved" business terms, 32 "drafted", many others still to be given consideration to be created.	Will need development and integration with SBU Reporting and new platform Power BI. New DG Analyst position will help in this endeavor.
5	Policy/Project Issues - ERP migration to cloud: In progress. Migration of on-premise databases to the Oracle Cloud	Identify and discuss structural and process changes that need to be done prior to migration to Oracle Cloud. Timeline may be Summer 2023 for HCM Oracle Cloud to start. Will also need to understand for each item in the list, if it is available to develop/fix in the new Oracle Cloud system.
6	Policy/Project Issues - Role-based data access: waiting on data access policy. Standardization would help with increasing productivity by streamlining access and creating consistency. Need HR implementation to provide position/identity management. Also, need role-based management.	Would need to leverage the admin panel. #1 check is it available in Oracle Cloud so that it ports over during the migration. #2 empanel a subcommittee to develop categories and implementation plan

7	Data Issues - Definition of "Faculty": Pursue with Provost's Office; a definition of "faculty" that includes the various types and situations, such as joint-appointments, ability to vote in dept., salary allocations, courtesy appts, ..How can we better categorize and store.	New - requires a proposal for purpose and needs. Would need to pull a group together possibly including HR, Karen Wilk, Janice Riveria Palmer, Monica B, and Janice Barone.
8	Data Issues - Admin appointment maintenance: Identify administrative categories, such as Dept. Chair, Undergrad and Grad program directors, Interim positions. Who would maintain the various types of administrative appointments? Would be helpful for role-based data access.	BH to advance through the Provost's area (to be introduced on 28th Oct meeting). Jim G. will check into capabilities for maintaining administrative appointments in Oracle Cloud
9	Policy/Project Issues - Published list of data stewards: Curate and publish to website a list of data stewards on campus.	
10	Policy/Project Issues - Distribution Lists: ability to generate lists of individuals associated with SBU (students, employees, affiliates, etc..) types or populations. Identifying roles and permissions for who can pull population contacts for distribution. CRM-type of software needs.	Currently, email lists are done through EMMA created by Terry O'Connell but they are not always up to date and do not have correct subgroups. A new system could help with more targeted email outreach.
11	Data Issues - Consistency of local titles in PeopleSoft: Consistency of local titles for employees	Oracle Cloud hit list
12	Policy/Project Issues - Limiting access to transcripts: Access to student's transcripts to be limited to currently enrolled. Need access roles (department, school, programs)	Some discussion - this is on a long list of priorities.
13	Data Issues - Identifying the owner(s) for Affiliate data: Having a data trustee for data asset - in this case, a group of people who are "affiliates"; they are not categorized and it is difficult to know who to ask regarding these populations	Non-employee table used for multiple purposes and by multiple areas. Understand how the affiliates are used and who uses the individual's data
14	Policy/Project Issues - Formalized Communication Plan: Formalizing communications to data stewards and managers regarding responsibilities, and to become part of univ. policy	Dependent upon the "list" of data stewards
15	Data Issues - Centralized location for employee training: ability to track what training has been accomplished. Some employee training is stored in individual side-systems.	new

16	Data Issues - Primary Work location: maintenance of a primary work location for all State and RF employees.	new
17	Policy/Project Issues - Policy for what goes into PeopleSoft: Review data that is flowing into PS to reduce unnecessary data.	
18	Data Issues - Import High School transcript data: Import additional fields for classes taken from HS transcript. Extracting data that comes in from a scan.	
19	Data Issues - RF job data, status, and work location: Research foundation employees are not coded with the same level of detail as State employees; for example, all work locations = Research; Job status is not always in sync and contains outdated data or data that don't make sense. For example, the first/earliest effdt RF record is not a HIR, or a Terminated record is not preceded by any HIR or REH (hire or rehire status)	
20	Data Issues - CBASE data: Medical and Dental class schedule integration with ERP system to understand more about what courses are taught, instructors, etc.	

Discussion about executive sponsorship and membership – Tabled until next meeting.

The next meeting is scheduled for December 8, 2022 2-3 pm in the **Provost's Conference room/Zoom**.

Attended by:

Ahmed Belazi

Andrei Antonenko

Dawn Medley

Diane Bello

Jim Gonzales

Kim Berlin

Nicholas Prewett

Paula Di Pasquale-Alvarez

Susan Agro

Theresa Diemer

Not in attendance:

Braden Hosch

David Cyrille

Lyle Gomes

Robert Davidson

Sara Lehmann

Tracey MacEachern