

Data Governance Council
Meeting Minutes February 9, 2023, 2-3pm President's Conference Room/Zoom

Minutes from January 2023 were reviewed and approved.

Data Access policy comments from areas

The members of the DGC brought the Data Access Policy to their respective areas for review and comments. There was a comment that the policy implies that most areas have written access policies but many do not, so they'll need guidance and additional materials on creating them. Braden acknowledged and DGC will work up a template for areas to use when creating access procedures for their area. Ahmed stated that his area thought that such a policy helps provide structure and leads to consistency, which they liked. Braden brought the policy to the Provost and the Provost asked about sharing with CAPRA (Committee for Academic Planning and Resource Allocation). Paula sent the policy to CAPRA and is waiting to hear back for comments. Rich Reeder asked if there was a mention of the University owning the data and asked if it should be a "Data Ownership and Data Access Policy". Data Access Policy subcommittee felt that the terminology "Data Ownership" should be changed to "Data and Data Access policy" along with the statement that university data is "information collected or created through a function of the University. Stony Brook University owns University Data."

DGC committee voted to recommend the university adopt Data Access Policy with the changes as discussed. 12 in favor, 0 opposed and 0 abstentions. Motion passed.

Next step: Policy will go to the VP council in mid-March. Once approved, this data access policy will replace DoIt policies D100, D101, D109.

Update and review of the Data Purging pilot (Nick/Jim)

Financial Aid (Adelaide) worked with DoIT (Andrew) to create SQLs for purging older FAFSA records data that contains applicants and parent data. The process to delete the FA pilot data was a bit more manual, but was successful. In total, around 84,000 FAFSA records were deleted for older data through 2016. Next year, the process will be repeated for 2017 data. The data purging process will be repeated every January. It is expected that approximately 5-7 thousand FAFSA records will be deleted each year. Matt Nappi's Office has looked into data breach companies that can do the deletion of records for us. Insurance policy may cover some of this.

Next steps: Tracey will look into feasibility for deleting applicants who had applied to be employees but weren't hired for the position; there may be retention rates for HR applicants.

There was discussion on the affiliates table and possibly not bringing it directly over into the new HRM system. This would help to detangle some of the data that is in there. A few of the important areas that the affiliates contain are the pre-employment data, access for auditors, and OLLIE enrollment. Jim discussed that we need a solution because we can't customize in the cloud.

Kim is going to provide stats on the affiliates, including total amount of records, possible uses, active/inactive records, and any invalid records.

Commentary on executive sponsorship and membership

Kim brought the topic and question of adding a DGC secretary, installed as a formal position—looking for it to be Theresa Diemer at this time. The question of creating the position of DGC Secretary brought up questions of if it's also a voting member, how does the secretary get chosen, would it be by role, voted on the individual person, do the admin to the council get votes, should the structure be similar to an

executive council, and more questions. Questions about how people on the DGC are appointed: is it by the individual, by the position in the specific areas, or a combination of both?

Discussion of adding the VP Enterprise Risk Management and VP Equity and Inclusion to the council was brought up. Mentions of adding VP of Communication, VP of Government Relations, Chief Legal Counsel, VP of Finance, VP of Admin & Finance, and representative for space data. For the next meeting, mock up three scenarios of what the Council would look like if we added members, representatives from VP Council, data trustees or the President's Cabinet.

Next priority plan— Administrative appointment panel maintenance: This would allow us to identify people working in additional roles outside of their primary job title for communications and creating access to data by these administrative roles. Does the new ERP have a function for it? Jim will ask Oracle for information and a demonstration.

Attended by:

Ahmed Belazi

Andrei Antonenko

Arielle Markiewicz

Braden Hosch

Diane Bello

Jim Gonzales

Kim Berlin

Nicholas Prewett

Paula Di Pasquale-Alvarez

Sara Lehmann

Susan Agro

Theresa Diemer

Tracey MacEachern

Not in attendance:

David Cyrille

Dawn Medley

Lyle Gomes

Robert Davidson