

## **Data Governance Council**

### **Meeting Minutes March 9, 2023, 2 pm, President's Conference Room**

Minutes from February 2023 were reviewed and approved.

#### **Data Access Policy update**

Braden brought the Data and Data Access policy to the president's council meeting. The VP council supported the policy and gave feedback to work with Marissa about timelines and to get a list of Data Assets for Health Sciences Center and Hospital from Gerald Kelly. After discussions with Marissa, it was decided that parts of the policy relating to the University owning the data, needing legitimate educational or institutional purpose to access data, and that data trustees have the responsibility for their data assets would go into effect immediately once the policy is adopted. The Data Stewards will have 6 months from the publication of the policy for the development, maintenance and management of policies and procedures of their Data Assets. Data Custodians will have 9 months from the date of publication to implement and enforce security and access rules and policies established by Data Stewards and the University at-large.

Gerry had questions about the policy and will be meeting with Braden later this month to discuss. Questions could be about what data this policy covers and if clinical data is covered. Stony Brook Foundation is not covered in this policy—as SBF is a different entity, while Research Foundation (RF) data is covered. Rich Reeder has a related child policy for RF, which was sent to Marissa. RF data is considered to be a subset of University data (therefore owned by the University). Clinical data does fall within the policy. Hospital data is included except for CPMP data. The policy would formalize what is mainly in place already.

There were questions relating to when researchers (PIs) leave the university who owns the data and can they take the data with them. PI's get funding for projects; therefore, the university owns the data. PIs have rights to use the data after they leave but the university's access can not be destroyed.

Data Management procedures have begun being drafted, we currently have about four completed and are looking to have six or seven to send out as templates to the Data Trustees for the Data Stewards. It's about two pages, just giving an overview on how to get access, and the information is most likely already in practice. With East Campus, there isn't a set of data stewards.

#### **Data Purging Pilot #2**

The next data purging topic may be from HCM. Tracey and Jim weren't in attendance, so this will hopefully be followed up with in the next meeting.

#### **Commentary on Executive Sponsorship and membership**

Kim shared the three scenarios that had been mentioned in the previous meeting on who to potentially add to the council; President's Cabinet, Data Trustees and University Council.

The President's Cabinet seemed to be the most favorable option; overall it seems that the council is looking to add between two and six new members. FSA and SBF seem to have data assets that

don't need their information to be published. Larry and Judy Brown Clarke were mentioned consistently previously as two to extend an invite to.

**Next Steps:** To review those to potentially invite to be on the council, as there weren't enough members at the meeting to pass the motion. The unanswered question is if to use the President's cabinet or just to look towards individuals that should be on the council.

### **Secretarial position and nominating members**

There weren't enough members in attendance to pass the motion to add a secretary to the council but feelings were that nomination and vote would be the way to proceed. **Next step** is to continue discussion at the meeting in April. The secretary position would take place starting in the fall 2023.

### **Data Issues - Administrative Posts Panel Maintenance**

Currently it is a mostly empty table/panel in Peoplesoft. To consider—what values should be in there, what values in appointment type, who should be able to view the table, who should update the table, and how the table should be maintained.

**Next step:** The subcommittee should consist of appointees from IT-EAI (Jim/Neeru), HR (Tracey), Registrar (Diane mentioned Brian), Provost's Office (Monica), and Kim.

### **Data Issues - Definition of "Faculty"**

Susan felt challenged in querying data for faculty. HR was able to provide her a customized file based on the Class Indicator. There are many different types of faculty, and faculty reporting is done differently and has different requests from different areas and people.

**Next step:** Once there's a definition, adding it to Data Cookbook would be very helpful for all.

### **Affiliates table**

Kim showed the affiliates table, it contains around eleven thousand records. More than 50% is from the Hospital and School of Medicine. Was mentioned that it may be a good idea to send to different VP areas and ask them to review the affiliates, and if they're still active. Although, the table does have a field for the expected end date which seems to be filled in for all of them.

The Nonemployees table does not store any sensitive data fields other than EMPLID.

#### ***Attended by:***

*Ahmed Belazi*

*Andrei Antonenko*

*Arielle Markiewicz*

*Braden Hosch*

*David Cyrille*

*Diane Bello*

*Kim Berlin*

*Nicholas Prewett*

*Susan Agro*

*Theresa Diemer*

#### ***Not in attendance:***

*Dawn Medley*

*Jim Gonzales*

*Lyle Gomes*

*Paula Di Pasquale-Alvarez*

*Robert Davidson*

*Sara Lehmann*

*Tracey MacEachern*