

## Data Governance Council Meeting Minutes May 11, 2023, 2 pm, Zoom

Minutes from April 2023 were reviewed and approved.

Introductions for new member Cassandra Amadio, Assistant Vice President & University Controller in the Office of Finance & Administration.

### Data Access Management Procedures

Introduced the Data Access Management Procedures template and examples. As the new Data Access Policy is in place, the next step is to make sure that each Data Asset has its procedures outlined as mentioned in the Data Access Policy. The review of these procedures in the data access policy was given a three-year maximum time period, but reviews of these procedures can occur more frequently, such as annually.

Five Data Access Management Procedure have been established so far. The Academic Analytics Data Access Management Procedure was reviewed with the committee.

Requests were sent out to members of the Data Governance Council, who are listed as contacts for Data Assets, to draft their procedures for their data assets.

**Next Step:** The creation of a training video to provide a walk-through for drafting the data access management procedures. This video can be sent out with the templates and examples to the rest of the data asset inventory contacts for guidance.

### Status Update on Administrative Post Panel

Discussed the status of the Admin Post subcommittee and reviewed the proposed values to be added to HCM. It was decided that the post for Grad and Undergrad Program Advisors would not be used and the Dir of UG College and Other Program Director would be omitted for now.

ADMIN_POST Code	DESCR50	POST_TYPE	Maintained By	Action
Advisor-GRAD	Program Academic Advisor - Grads	ACR		remove
Advisor-UGRD	Undergraduate Program Advisor	ACR		remove
ATC	Assistant to the Chair (ATC)	ADM	Academic Departments	New
Chair	Chair	ACR	Deans	keep
Dean	College Dean	ACR	Provost's	remove "college" from desc
DEANASSOC	Associate Dean	ACR	Deans	New
DEANASST	Assistant Dean	ADM	Deans	New
DIRASSOC	Associate Director	ACR	Centers	New
DIRASST	Assistant Director	ACR	Centers	New
DIRCENTER	Center/Institute Director	ACR	Provost's or Deans	New
DIRCOLLUG	Director of UG College	ACR	?	
DIRDEPUTY	Deputy Director	ACR	Centers	New
DIRMEDICAL	Medical Director	TTL	RSOM	New
DIROTHPROG	Program/Other Director	ACR	?	
DIRRES	Residency/Fellowship Program Director	TTL	RSOM	New
DIVCHIEF	Division Chief/Chair	ACR	Deans	New
DUG	Director Undergraduate Program (DUG)	ACR	Academic Departments	keep
GADV	Grad Program Academic Advisor	ACR	Academic Departments	? omit phase 1
GPC	Graduate Program Coordinator (GPC)	ADM	Academic Departments	keep
GPD	Graduate Program Director (GPD)	ACR	Academic Departments	keep
UADV	Undergrad Program Advisor	ACR	Academic Departments	? omit phase 1
UPC	Undergraduate Program Coordinator (UPC)	ADM	Academic Departments	keep
VCHAIR	Vice Chair	ADM	Academic Departments	New
VDEAN	Vice Deans	ACR	RSOM	New

Appointment type Interim will be added

APPOINTMENT _TYPE Code	XLATLONGNAME	Action	POST_TYPE Code	XLATLONGNAME	Action
INT	Initial Appointment		ACR	Academic Responsibility	
APP	Reappointed		ADM	Administrative	
ITRM	Interim	New	TTL	Title	

Discussed if Assistant to the Chair (ATC) should be changed to Business Manager to reflect the newer, more common title choice given for the position. However, internally many still use ATC as the title. Decided to leave as is, the description can be changed in the future.

Communication to the areas that would be responsible for maintenance is a key part of this project as well.

RSOM currently stores this information for their employees in one of their database systems. Next subcommittee meeting will outline where they are storing it.

### **Data Purging Pilot #2: TMS applicant not hired data**

Tracey mentioned that the recruiters are going through the data to see who and what can be deleted. They're looking at inactive profiles for those who haven't been hired.

There are a few layers to identifying inactive profiles viable for purging. Some elements that have been brought up are that every employee automatically has a TMS profile. The internal profiles of current employees automatically created in TMS, although they may be inactive, will not be deleted.

All active employees are automatically set up in TMS and considered active. An inactive profile are those who were never employed or not currently an active employee and the TMS profile has not been touched for 12 months or more

**Next Steps:** Identifying the list of those to purge their inactive profiles. And consider other areas with data that can or should be deleted.

### **Data Cookbook Update**

Currently there are 187 definitions in Cookbook, and Kim's team are working through the definitions to add the technical definitions and the quality attributes sections.

### **Other Updates**

Maturity Model will hopefully be sent out next week, the week of May 15. Annual Report is also coming soon.

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

*Andrei Antonenko*

*Arielle Markiewicz*

*Kim Berlin*

*Paula Di Pasquale-Alvarez*

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

*Dawn Medley*

*Braden Hosch*

*David Cyrille*

*Diane Bello*

*Cassandra Amadio*

*Jim Gonzales*

*Tracey MacEachern*

*Sara Lehmann*

*Susan Agro*

*Theresa Diemer*

*Lyle Gomes*

*Nicholas Prewett*

*Robert Davidson*