**Data Governance Council**
**September 14, 2023**
**VP Admin Conference Room and Zoom**

Minutes from May were reviewed and approved.

**Election of Chair and Co-chair** – Kim and Diane were nominated again for the positions of Chair and Co-chair respectively. Kim and Diane accepted nominations. Accepted nomination by proclamation.

**Revisions to Data Governance Framework** – Executive sponsors section was amended; We replaced the executive sponsor for Vice President for Strategic Initiatives with Vice President for Educational & Institutional Effectiveness. Membership section of designees is changed to show the office names instead of the senior leader title. Revisions were unanimously approved.

Braden's role on the DGC will likely change his attendance to DGC as a member as Chief Institutional Research Officer. He may designate a new representative.

Next DGC meeting in October will include a visit from our new Executive Sponsors.

**Review of Annual Report –** Annual report for 2022-23 major accomplishments include:

- Expanded DGC membership and identified new executive sponsors
- Adopted a new University data access policy
- Completed a pilot project to permanently delete obsolete data
- Filled a new position for a Data Governance Business Analyst
- Continued implementation of the Data Cookbook digital definitions
- Conducted the biennial maturity model assessment

The Annual Report was approved by the committee.

**Data Asset Inventory** – More discussion is needed in the future on updating the data asset's inventory, specifically looking more into Data Trustees and the data assets they oversee. A clearer path for how new data assets information is received is needed. Linda Santos was mentioned as a good contact person for this process, from her dealings with the purchasing of assets.

**Data Access Management Procedures** – The policies for the stewards are due September 27, 2023 in accordance with the Data and Data Access Policy providing a six months period from its own enactment date for trustees, stewards and custodians to outline how access is provided and controlled.

**Data Purging** – The first pilot was completed in the previous academic year. The next data disposition project will likely be on certain application data.

**Priorities for 2023-24**

**Update on Administrative Posts** – There's been progress, and we're looking at the next meeting as hopefully being a decisive move forward. The comparisons between the Contacts Category and Admin Posts PeopleSoft tables have been thoroughly looked over and considered.

**Data Governance Projects** – The DGC members were informed that the next meeting will include a discussion outlining the projects and priorities for the council. And to come to next meeting with any ideas or projects from their areas to bring forward to the table. The projects will be reviewed and the priority list will be set-up for the upcoming year. Executive sponsors will also attend the next meeting to talk about the direction of the committee.

| *Attended by:* | | *Not in attendance:* |
|---|---|---|
| *Andrei Antonenko* | *Jim Gonzales* | *Dawn Medley* |
| *Arielle Markiewicz* | *Kim Berlin* | *Finance and Administration designee* |
| *Braden Hosch* | *Marrisa Trachtenberg* | *Judith Clarke* |
| *Cassandra Amadio* | *Nicholas Prewett* | *Robert Davidson* |
| *David Cyrille* | *Susan Agro* | |
| *Diane Bello* | *Theresa Diemer* | |
| | *Tracey McEachern* | |