

Meeting began at 11:00AM

1. **Approve Agenda** – approved as is
2. **Review and Approve Minutes** - Will send out minutes from previous meeting to be approved via email. If no changes, will post as is.
3. **Updates from the FDGC Chair: (Gibbons)**
 - a. USG Update – Tier 1 and 2 – Michael Gibbons reported that MGA had just submitted document to USG saying we're mostly done with Tiers 1 and 2.
 - b. [Records Management Policy](#) **Committee voted on this policy via email so this passed with 10 yes votes, 0 against. Will add to webpage. **
 - c. [Tier 3 Committee Assignments Document](#) This document shows the sign-up sheet for the different committees that was sent after the last meeting. Michael Gibbons warned the committed that if they haven't started on this, they need to get started. As a whole, MGA is making progress.
4. **Technical Data Governance Committee Update** (Dyer) No update
5. **Old Business**
 - a. Update - Data Governance Training (Tsavatewa) Rollout is going well. Hoped everyone would be done by end of month, but still 17 outstanding. Everyone is a data owner trustee or steward must take the training before it is rolled out to users. Tsavatewa to send a list of those who have not completed the training secretary (Laura), who will follow up with link to training.
 - b. Update - User Roles and Access Permissions – Documentation and Process (Boswell, process. The received feedback and seems to be working fine, but would appreciate any additional comments –

from other institutions, and are also working through division of labor and how to meet milestones for next couple of months. They are planning to be finished end of May/first of June, ahead of deadline

6. **New Business**

- a. **Data Elements and Data Definitions Workgroup (Boswell)** Boswell reported that this group has met quite a few times to research best practices. They finalized a data elements dictionary of systems that Joel needs and will reach out to custodians/stewards to share template and walk through process. They will need completed dictionary by May 10 to allow time to compile everything into one clean MGA data elements dictionary. Given our timeline, the group had concerns about completing this part, but they are starting with 3 primary banner tables and continue to add to as we can. The primary goal is the critical system in DED and then add to banner as we go along. They are confident they will be meet deadline. Margo Woodham and Michael Stewart said there may be 2 systems that won't be done by May 10. Tsavatewa said USG has been understanding of competing priorities especially for institutions who didn't have resources to buy a product. The Committee must to make best effort and start process, then prioritize work continue to move forward, and this will meet BOR's expectations. USG knows work will continue through the life of BPM, over next many years. By choosing 3 tables in Banner, this group knows they will have any meetings after June to work on rest of Banner. Most important that we prioritize our system internally. If can't get entire system done, having a clear priority of the most commonly used/most important/causes most problem plan will show we are in good faith making progress. (a. OSC 217-028 Day 1/Ed 024Kc 800D 8 2007 5/10/09 001-2/11/09 001-000)

- o Does the institution assess collected data on at least an annual basis to ensure accuracy, completeness, and adherence to standards?

This is one going to have to talk about because there's going to be some interpretation there. If we can set up annual or quarterly postmortems for when we have problems, we would meet expectations. Kevin Cantwell spoke further on the calendar of review so we identify key data sets.

Tsavatewa agreed this allows us to build on the classification model of the financial data streams, academic record streams, etc. We have a lot of informal post-mortems but sometimes takes months for other divisions to find out there are issues. The information is not shared.

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