

The Functional Data Governance Committee  
4/23/2020  
Zoom Conference Call with Chat and Documents shared within Teams  
Meeting Minutes #4

Those in attendance: Dr. Michael Gibbons, Chris Tsavatewa, Joel Morgan, Ron Ardelean, Amanda Register, Margo Woodham, Dian Mitchell, Julie Davis, Brian Stanley, Erin Crider, Geoff Dyer, Josh Waters, Chief Tripp Mitchell, Amanda Funches, Cheryl Carty, and Dr. Debra Matthews

Absent: Shane Allen, Laura Gay, Christy Colvin, Lee Ann Kirkland,

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- c. Revisit Auditing Subcommittee - no responses will have to revisit at next meeting.
  - d. Technical Data Governance Committee Update (Geoffrey, Michael) – Geoffrey has been briefed on it, but has not had an official meeting yet. No updates as of yet.
1. New Business – Dr. Gibbons went over briefly what Tier 3 includes.
- a. Tier 3 Discussion – Review criteria –  
at [https://www.usg.edu/business\\_procedures\\_manual/section12/C1643](https://www.usg.edu/business_procedures_manual/section12/C1643)
    - GDPR Moved
    - Section 12.3.2 Data Elements and Data Definition Documentation – This will take a lot of time to complete in detail. Need to start thinking about it now and how to do this in an optimized way. This is where we will define the elements of the data used (tables, definition of codes, naming everything that is in our data).
    - Section 12.3.3 Data Quality Control – what is going in and how it is handled
    - Section 12.3.5 Data Life Cycle – is the data still relevant or not? Disposing of data information safely. Making sure that policies and procedures are in place. Open Records, grades, paper documents, etc. – what is the timeline to dispose of these type data information saved.
    - Section 12.5.4 Monitor
    - Section 12.5.4 Audit – will need to form a team to review so we will be ready for whenever USG wants to audit us.

Chris mentioned that Tier 3 will take time. We are behind on Tier s1 and 2, we need to prioritize and catch up. Tier 3 has not been assigned yet but highly recommend that people go ahead and read and get familiar with what is coming down the pipeline. Need to continue to move forward. Tier 3 checklist should be out in the next couple of weeks.