Data Governance Council Minutes  
11:00 am Monday, February 29th, 2016  
President’s Conference Room/WebEx

Jerry Sheehan (Chair)  
Joann Stryker  
Alisha Schroeder – Not Present

Paul Lambeth  
Terry Leist  
Dave Bonilla

Chris Fastnow  
Kathy Attebury – Not present  
Ron Larsen – Not Present

Cathy Hasenpflug – Not present  
Adam Edelman – Not present  
Kellie Peterson

Laura Humberger  
Chris Kearns – Eric Wold delegate

I. Review of Data Governance Charge, Membership, Voting

The Data Governance Council will have system wide membership. Jerry mentioned that MSU does not have Chief Data Officers and has traditionally dealt with data and security as overlapping items of interest. Adam Edelman will be the system wide representative for security. Paul Lambeth will be system wide representative for ESG/Banner. Many items the Council is dealing with are finance and HR related so membership is heavier in those areas.

Goal is to meet on a monthly basis. The Council will need to discuss if this is adequate.

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**Data Governance Council Membership**

- Membership
  - MSU System
    - Legal Council: Kellie Peterson
    - Information Technology Center: Jerry Sheehan (Chair), Adam Edelman, Paul Lambeth
  - MSU Billings
    - Joann Stryker
  - MSU Bozeman
    - Office of Planning and Analysis: Chris Fastnow
    - Finance and Administration: Terry Leist, Laura Humberger, Cathy Hasenpflug, Kathleen Attebury
    - Student Success: Chris Kearns
    - Office of the Provost: Ron Larsen
  - MSU Great Falls
    - David Bonilla
  - MSU Northern
    - Alisha Schroeder

- Meeting Schedule: Monthly

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**Data Governance Council Operations**

- Meeting Schedule
  - The DGC will meet on a monthly basis

- Terms
  - All membership appointments are for two-years

- Voting
  - Simple majority (14 members)

- Quorum
  - No vote or meeting without a quorum which requires eight members

- Advisory
  - The Data Governance Council is advisory to the MSU President
II. Discussion of Data Governance Policy and Procedures

There is an Enterprise Data Stewardship policy created in 2012 that the Council needs to review.

**Enterprise Data Stewardship Policy**

- Created in 2012, needs to be reviewed
- The information associated with administrative functions and research activity is a vital asset to the University. As such, maintaining the confidentiality, integrity, and availability of University data is critical to the success of the University. The University expects all stewards and custodians of its administrative and research data to manage, access, and utilize this data in a manner in accordance with this policy.
- Proper stewardship of data protects against misuse while providing for appropriate use, balancing the three core values of availability, integrity, and confidentiality

The policy says MSU has institutional data and it’s important. It must be compliant with MSU policies, board policies, and federal law. MSU has defined data stewards who have responsibility for how data within their unit is used. Then each campus has responsibility for defining how they will use data.

Terry had a question in regards to the consistency of items that MSU is using for different reporting and what group has the authority or responsibility to determine how that question is answered. Jerry said there is nothing in the current policy that references that. The charge of the DGC is to discuss how to come up with common approaches. The current policy only deals with access to data, not if the data is “right.” The policy can be changed to reference that if the Council feels that it makes sense.

When Banner was deployed, MTL’s (Module Team Leads) were created. Policy avoided saying the MTL’s were the data stewards. But the current policy basically allows for the data steward responsibility to be delegated (policy currently stays within the unit). It is unclear in policy language about how the MSU system, each MSU campus, and the units within the campus should be dealt with.

Laura agreed that it is a good idea to talk about consistency across the 4 campuses. Jerry said each may be required to report on things in different ways, which is probably why the policy does not use the word ‘consistent.’ The goal of the Council is to get to better documentation of how these terms are used. Goal is to get to a common approach but understand that the nuance of what we have to do for different reporting groups may need to be individually defined.
The Council reviewed the list of Enterprise Data Stewards: student data, instructional data, alumni data, personnel data, and research data. For each one of the data elements, someone is defined as being the steward of responsibility in their area for dealing with the data. In almost each of these areas the steward has somebody that they delegate responsibility to but this is not documented anywhere. Jerry noted that GF College does not have a data steward defined for research data at this time. The Council will need to discuss if “not applicable” is an appropriate answer or not.

Laura mentioned that financial info (beyond personnel i.e. MSU employees) is missing. Vendor id numbers, banking account #’s for vendors, PII for credit card transactions.

Chris Fastnow mentioned that many of these at least on the Bozeman campus are cross cutting. These aren’t necessarily “neat” categories.

Eric mentioned that MSU has student data everywhere and it is distributed in areas beyond our control. For example, housing data falls into student data, but StarRez isn’t something the folks in the room necessarily have insight into.

Chris Fastnow asked if there is a definition of what stewardship means. Jerry said that’s supposed to be operationally defined by each of the campuses in procedure.
Jerry outlined a few recommended changes to the current Policy. See slides below.

Chris Fastnow mentioned that the definition of what stewardship means is important for this group. What are the delegated parties responsible for? Jerry said that based on the way the policy is currently drafted the steward is responsible for all the compliance. This will be open for conversation.

It was discussed that there is a backlog of things that need decisions made but there isn’t a process in place to decide who has responsibility and who has authority to make those decisions. The processes to make decisions need to be clarified before the group starts moving through individual requests.

Laura asked if the purpose of this group is to recommend to the group mentioned in 200.80. Jerry said that is open to interpretation.

Jerry will get together with CIO’s, security officers, legal, and data stewards to define the group that can make decisions so that the policy can be interpreted until a longer term process is established. This group (CIO’s, security officers, legal, data stewards) will help to inform what the overall process will be.

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**Enterprise Data Stewardship Authority**

- **200.80** The authority to interpret this policy rests with the President and is generally delegated to the Enterprise Chief Security Officer, University Chief Information Officers and University Legal Counsel, in conjunction with the appropriate Data Stewards.

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**Recommended Changes for 200.70**

- **200.70** Responsibilities are assigned to specific Data Stewards and detailed in each campus’ Data Stewardship Procedures.
  - Change to Data Stewardship Standards for consistency

- The following positions are the official top-level Data Stewards for each campus data area. Responsibility can be delegated by the Data Steward to a different individual; however, the Data Steward retains ultimate accountability for proper stewardship.
  - Change to read delegation should be explicit and update to Data Governance Council on annual basis
III. Action Items

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<thead>
<tr>
<th>Owner</th>
<th>Action</th>
<th>Due</th>
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<tbody>
<tr>
<td>???</td>
<td>Go back to ensure the titles of the data stewards in the matrix are consistent with titles that we currently have.</td>
<td>Next meeting</td>
</tr>
<tr>
<td>Jerry</td>
<td>Make recommended changes to the policy and bring to vote next time.</td>
<td>Next meeting</td>
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<tr>
<td>Jerry</td>
<td>Discuss with CIO’s, security officers, legal, and data stewards to define the group that can make decisions so that the policy can be interpreted until a longer term process is established.</td>
<td>Next meeting</td>
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<td>Dave and Joann</td>
<td>Find out what data sharing conversations have occurred on their campuses. (non-MSU entities having stewardship role)</td>
<td>Next meeting</td>
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Next Meeting: TBD