Data Governance Council Minutes
1-2 pm Tuesday, May 24th 2016
Hamilton Hall 214/WebEx

Jerry Sheehan (Chair) Joann Stryker Alisha Schroeder
Paul Lambeth Terry Leist Dave Bonilla
Chris Fastnow Kathy Attebury Ron Larsen
Cathy Hasenpflug Adam Edelman Kellie Peterson
Laura Humberger Chris Kearns Justin van Almelo

I. Call to Order, Announcements, Approval of April Minutes

HR on Bozeman campus has established an employee management report. HR would like to talk to this group about changes they have made to data elements to create EMR report. The June Data Governance meeting will include a discussion on how the group thinks it should consider these definitions.

Motion to approve April minutes. Vote to approve. All in favor.

II. Continuation of GID Conversation

Credential Use at MSU

netID migration
- Migration to netID (from multiple other credentials, either local, GID, or other)

GID
- GID is used as a data element for some systems (as a unique identifier), though for authentication, is rarely used.
- Systems we send GID to as an identifier, for integration or unique identification
  - More than 5, but less than 20
- Systems we know use GID as an authentication strategy:
  - MyInfo (and other systems that live in MyInfo such as DegreeWorks, T2, and College Sched)
  - Apex Applications (> 15)
  - eMobile (Ellucian GO)

As a result of the Login Simplification project the use of GID to log into systems isn’t as widespread, but some systems do still use GID.

Justin mentioned one of the biggest distinctions between the GID and NetID in terms of sensitivity is that NetID should only ever be used as a credential whereas GID’s primary function is as a unique identifier.

When MSU shares GID with outside entities (3rd party systems) the vendor must agrees to protect the GID through FERPA. This is agreed to in the contract.
If GID becomes designated as directory info, what are the implications? Students are currently sent paperwork (hard copy) to let them know what their GID is. If they lose the paperwork, they have to contact (by phone) MSU staff to find out what their GID is. Cannot send GID through email currently.

If decision was made to allow GID to be sent through email, the current default password setting (system config option in Banner) is birthdate, which is directory info. Would this need to be changed, or could both be directory info? Legal Counsel’s view is that GID being used as directory info is a risk. GID can only be used as directory info if birthdate is not used as a password. If that functionality were changed it would create another friction point. Students would have username but wouldn’t have password and would still have to contact somebody through phone where staff would validate through birthdate or address to authenticate and reset the student’s password.

What is a password option that isn’t considered directory information? There is a lot of data that exists in Banner that could be considered as an option. One example is mother’s maiden name, but this is still considered sensitive info.

It was re-iterated that the goal is to continue to make it difficult for individuals to commit fraud but make the process easier for the student.

Adam mentioned that based on the current roadmap maybe it doesn’t make sense to put so much time into “fixing” the current issue. Chris Kearns agreed. If there is a more appropriate solution coming down the pipeline it would make sense to move in that direction. Paul views passwords and identifiers in Banner as a pre-requisite to the upcoming Banner XE upgrade. Will start testing the solution sometime this summer. Solution would be to use NetID rather than GID. How are other institutions communicating this to students? This will be one of the technical hurdles to jump over. Eric mentioned that NetID will be passed to Radius so a student can retrieve their NetID from that source. Communication could be sending students instructions on how to access the Radius system.

Jerry added that along with the current need to move away from GID, there is a longer term need of changing the password authentication process in these systems. In the next 18-36 months MSU will have to move into a 2 factor authentication.

Jerry proposed that the Council uses the summer to focus on providing clarification for administrative and academic units on how the GID can and should be used right now while the timeframe to change authentication in MyInfo is evaluated. Need a more formal beginning of the semester communication and should continue to consult data stewardship policies. Chris Fastnow added that Jerri Weston from the Registrar’s office is planning on doing some type of FERPA training in the next academic year. Would be a good venue for communication regarding the GID. Over the summer the DGC should think about where the touch points are where the communication should be enforced and distributed.

The Council discussed changes to MyInfo.

Currently, SS# can be used to log into MyInfo and birth date is being used as a password.

To make changes to either of these, the traditional way is to go back to the ERP Operations Team (MTL group) and that group would talk across the campuses to get input from a user perspective. If campuses felt comfortable, the ERP Operations Teams would bring a formal recommendation back to Data Governance. Most of the data stewards are represented in the ERP Operations group.

Laura mentioned that the distributed IT people need to be included. Jerry mentioned that these people are involved in the Bozeman IT Council so items could be brought back to this Council when needed.

Eric mentioned there are other instances where other groups are involved depending on the situation. Examples are Reslife, International Programs, Aux IT. (Ad hoc engagement)

Operational data decisions are made on a daily basis. When there is conflict in these situations how do they escalate/who do they escalate to? When looking at changing data elements in core systems, do we need a working group to look at issues and make recommendations back?

Data Governance is a sub set or superset of Enterprise Governance. Enterprise group has never gotten into data
conversations. Need to figure out how data governance works with enterprise governance. Need to be clear on what the distinct domains are with those 2 groups.

Jerry asked if the Council is comfortable with the current ERP Operations group, or if they wanted to augment the group. Chris Kearns stated that he is comfortable starting with a smaller group to make it move quickly. If we are satisfied we can expand. Can find out from the MTL group what a reasonable framework would be.

III. Overview of HRData Mart and DataMart Strategy

Ran out of time. Tabled for a future meeting.

IV. Update on Preferred Name Conversation

Ran out of time. Tabled for a future meeting.

V. Action Items

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<tr>
<th>Owner</th>
<th>Action</th>
<th>Due</th>
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<tbody>
<tr>
<td>Paul Lambeth/ERP Operations Team</td>
<td>Provide a recommendation to DGC defining the criteria regarding decision making for operational data needs, and what decisions need to be escalated.</td>
<td>June Meeting</td>
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Next Meeting: Tuesday, June 21st 2016 | 1-2 pm | Hamilton Hall 214/Webex