Data Governance Council Minutes
9-10 am Tuesday, August 23rd, 2016
President’s Conference Room/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 May Minutes

A. Call to order – Jerry Sheehan

B. Announcements – No announcements

C. Review of Agenda

D. Approval of minutes

• Will circulate prior meeting and today’s minutes for approval before next meeting.

E. Data Stewardship Committee

• What is the relationship of Data stewardship committee to Data Governance Council?

• The Data Stewardship Committee is work group who reports to the DGC.

F. Data Stewards

• Have responsibility for data in their cohort

• There is a request for text messaging to students (outside of emergency SMS alerts) For this request and other new integration efforts, should the council review? DGC agreed on the following:

• Need to establish some guidelines for under what circumstances these decisions need to be made

• Need to create a “checklist” regarding the items need to think about (technical implications, communication etc) when making these types of decisions.

• These types of decisions require a combination of checklists and guidelines. (Guidelines ensure consistency.)

• Approach to be responsibility delegated to data steward who will bring any issues forward as needed to DGC.

II. Document Retention Policy Introduced at University Council
A. Retention Policy Review

- OCHE directive to MUS – March 2016
- Policy is not easy to find on website.
- ITC has reviewed the guidelines
- Should DGC create a feedback mechanism/be funneling comments?

B. January 2017 Adoption

- Have both paper and digital documents
- Not clear what location records need to be retained, just that they need to be retained

C. Defines Retention and Disposition Schedule

- Does not state that “must” destroy.
- Only gives permission to destroy.

D. Highly Granular Schedule

- Need to create “buckets” of types of documents

E. References 2006 State Email Guidelines

- Email or any document attached to email (same retention policy)

F. DGC to create working group to review in more depth

- Need to understand the IT resource impact on the different campuses based on this policy.
- Understand if these are guidance etc and resources impact

III. Overview and Discussion - Data Stewardship Practice

A. Bozeman Data Stewardship Practice – not new. A practice that is finally written down.

B. Roles & Responsibilities

- Data Stewards
- Data Users
- Data Administration
- Computer System Administration
- Application Administration
C. Data Classification

- Confidential Data
  - Must be stored on Knox (FERPA data, the one exception, may be stored on Box and/or OneDrive)
  - May want to call out FERPA data separately in its own category and explain to users more with illustrated examples.

- Restricted Data
  - May be stored on Knox, Box or OneDrive.

- Public Data
  - May be stored on Box, OneDrive, or local files shares such as Opal.
    - NOTE: While Public Data may be stored on local desktop hard drives and removable media, this is not advised as it carries risk of data loss due to hardware failure or the loss of physical access.

D. Communicating this information:

- Who needs to know?
- How simple does that communication need to be?

E. Data Storage

- Data Sharing
  - Public vs Confidential/Restricted

- Data Reporting

- Data Disposal

IV. Solicitation of Topics for FY17 Data Governance Council

V. Action Items

<table>
<thead>
<tr>
<th>Owner</th>
<th>Action</th>
<th>Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Data Stewards</td>
<td>Establish sub-group to create checklists and guidelines for new integration efforts (e.g. text messaging to students)</td>
<td>Tabled until procurement</td>
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<tr>
<td>Jerry Sheehan/Paul L</td>
<td>Create a sub-group to review data retention policy</td>
<td>Complete</td>
</tr>
<tr>
<td>Julie Clay</td>
<td>Circulate prior minutes and current minutes before next meeting</td>
<td>Complete</td>
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</tbody>
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Next Meeting: TBD