

Meeting Name: Data Governance Council

Purpose:	DGC Monthly Meeting
Organizer:	Julie Clay
Meeting Notes By:	Julie Clay/Karen Schmidt
Location:	PCR
Date	January 8, 2019
Start time	2:04PM
End time	2:56PM

Attendance:

DGC Members	Y	N	DGC Members	Y	N	Key P= Present W=WebEx A=Absent NV=Non-voting
Jerry Sheehan	W		Joann Stryker (Michael Barber)	W		
Adam Edelman		A	Justin van Almelo	P		
Alisha Schroeder	W		Kellie Petersen (Blake C)	P		
Jeannette Gilbert	P		Laura Humberger		A	
Chris Fastnow	P		Paul Lambeth	P		
Chris Kearns	P		Terry Leist		A	
David Bonilla	W		Eric Wold	P		
DGC Members – NV			PMO – NV			
Neil Zandonella		A	Julie Clay	P		
Michael Barber	W		Karen Schmidt	W		
Marianne Hoppe	W					
Guest – NV						
Zach Delger	W					
Tony Campeau	W					

Agenda:

Agenda items	Presenter
GID Exception	Eric Wold/Julie Clay
UNIV Email Address Discussion	Paul Lambeth/Karen Schmidt
Active Links in Email Update	Just van Almelo
Student Reviewer Options	Eric Wold

Notes:

Open of meeting by Jerry Sheehan. Introduction of attendees (Name/Dept/Role)

GID Exception Request

Presentation of GID Exception Request by Eric Wold.

Definition GID (General Identifier; also known as the MSU ID). The Exception request is to share GIDs via email for undergraduate admissions on the Bozeman campus. This would become standard practice for admission to provide the GID to new undergraduate students. The intent of this request is not a one-time email to the students. The email could be used repeatedly for a student as needed. For example, it would be okay to email GIDs out the first time and then if a student loses their GID, send the email containing their GID again.

Jerry: Can someone explain GID in relation to the NetID claim service?

Eric: The GID is used to claim a student's NetID.
 Jerry: Would the email be sent to only UNIV emails?
 Eric: These would be sent to the personal email addresses.

What alternatives have been considered?

Review of comments from the exception request:

Data Security (Justin van Almelo):

Ad hoc use of emailing of GIDs may be a concern.
 Shared email addresses with their families may be a concern.
 Both are low risk.

Eric: AcademicWorks only allows single email addresses

Email can be forwarded by student. This is student sharing their own personal information.
 The GID is considered FERPA information until we consider to it to be directory information

Blake: What would happen if I were able to hack in and get the GID? What can I get access to?
 Justin: A person could reset the PIN if they had the GID and other key identifying information.

Chris Kearns (Bozeman Data Steward for Student Data): We are working with razor thin margins to meet the goals to bring in students. The problem is students don't keep track of the information (GID).
 Part of what we are trying to do – the upside of what we are trying to gain is to be more approachable to students.

ESG Comments (Paul Lambeth):

In the future, we will have opportunities to rethink this process. I support this proposal.

Michael.B: How does Billings do a similar request for an exception?

Jerry: Chris Kearns is the Data Steward for Bozeman student data. If other campuses would like to submit a similar exception request, then they should go through their campus' student data steward. DGC will vote. An approved vote from the DGC takes this to the President as a recommendation that the DGC support this exception request.

Jerry: Requested a roll call vote of all voting members:

Name	Campus	Vote
Jerry Sheehan	BZ	Yes
Jeannette Grey Gilbert	BZ	Yes
Chris Fastnow	BV	Yes
Chris Kearns	BZ	Yes
Justin Van Almelo	BZ	Yes
Paul Lambeth	BZ	Yes
Eric Wold	BZ	Yes
Alisha Schroeder	HV	Yes
David Bonilla	GF	Yes
Michael Barber (Joann Stryker's Proxy)	BL	Yes
Blake Christensen	BZ	Abstain

Jerry: We have done our stewardship responsibilities taking into consideration security and business needs. ACTION: Jerry will take this to the president as our recommendation. ACTION: The PMO will communicate electronically with the DGC on our progress.

The process flow for the exception request is available for review by the DGC. Comments or questions will be managed via email. Action item: DGC should review data security exception request process.

Challenges of the UNIV Email Address (Paul Lambeth)

- The original purpose for the UNIVE email address was to have centrally controlled MSU-generated email address for university business.
- Some third-party software require the use of a registered domain email for access and/or workflow (Camtasia, DocuSign, ATS, Box)
- The UNIV is a unique email address for each person. We cannot determine if a non-MSU domain email address is shared.
- There is not consistent use of the UNIV, making it challenging to communicate important university email. This may be a legal issue.
- Lack of consistent use of the UNIV email address makes it difficult to address phishing email attempts. However, we can clean phishing attempts out of Office365 UNIC email Inboxes.
- We can guarantee and test valid email addresses if we use MSU-generated UNIV email addresses.

Recommendation: Remove employee's ability to change the UNIV email address and restrict UNIV emails to MSU recognized domain formats. Create working group to determine impact of moving non-MSU emails from UNIV to preferred.

NOTE: Preferred email can be entered by employee. The preferred email address is used to communicate with employees who are no longer associated with the university.

We need to address the 1600 emails that have been change from the original UNIV address. We need to be thoughtful about how we move forward with adjustments.

Chris F. What is policy/practice when we use UNIV/preferred?

Paul: There are still questions about when the preferred or UNIV is used. We often send email addresses to other systems. It just depends. There are varying practices.

Jerry: There is a specific email policy for students. We communicate for what is created for students as indicated by policy. There is not policy for staff. One of the things we are asking Justin to do for Spring semester is to clarify when one should be used.

Michael Barber: Billings has not allowed employees to change UNIV. Since BZ does, this has caused problems.

Eric Wold: Are we restricted in terms of which email that we can use for business purposes?

Blake C: If there is not a policy, there should be.

Jeanette: This should be understood at hire.

Chris Kearns: If someone is using gmail or another private email and something legal happens, legal would have to subpoena the files if they were not voluntarily surrendered.

Blake: Doing public business through private email, still makes it accessible but gaining access may require legal action. (Research concerns, faculty-student interactions) Or in comparison, communication with a doctor on your university email is still public record.

Faculty/Student interaction can also be a concern i either the faculty or student is using private email. Obtaining records from private email is so much more difficult.

Jerry: We were bringing this to Data Governance as a technical change. We did not think this was a voting item. Does the DGC fee that the CIO has the authority to define and control the UNIV email address for University employees?

Chris K: I don't see this as an overstep. Would be interested if others feel this is??

Chris F: I appreciate the opportunity to see where the line is.

Marianne, David, Michael: I don't think this needs to be a voting item.
No comments to the contrary.

Jerry: We will move forward with drafting a policy for employee UNIV email assignments and use. We will consider getting faculty involvement and try to make it consistent with the student policy.

Do other campuses have employee email policies?

BL: No email policy

HV: No email policy

GF: no email policy

Jeannette: Communication is key to this type of policy, especially for faculty.

Jerry: Policy will have to go through University Council and will require time for public comment.

ACTION: To create a group to draft email policy,

Adjourned at 3:05PM

Action Items

Owner	Action	Due	Status
Jerry Sheehan	Take recommendation for GID exception to President	February 12	Complete
PMO	Keep DGC informed of GID Exception progress	February 12	Active
Justin van Almelo	Create a group to draft email policy	March 12	New
Eric Wold	Eric and Cat Scholarship Working Group to meet with Justin and Data Security to craft wording for acknowledgement statement for Scholarship software. Return to DGC in December with recommendation	February 12	Active
Justin van Almelo	Practice of not sending links in emails – would like this brought to Security Council and	February 12	Active

	Information Exchange and talked about in terms of Risk then brought back to DGC		
DGC Members	Send PMO at UIT-PMO@montana.edu Best/Worst case lessons learned existing integrations. Top 3 requested	February 12	Active
PMO	Create a 1-2 pages template for systems that are already integrated (existing integrations)	February 12	Active
PMO	Work with legal to get updated Campus Data Stewardship Standards uploaded to web.	February 12	Active
Justin van Almelo	Email DGC members where he still needs volunteers for GDPR working group	February 12	Active
Justin van Almelo	Craft statement to add to Campus Data Stewardship Standards regarding the responsibility of identity for all campuses. Send to Jerry for approval.	February 12	Active
Justin van Almelo	Send statement to all campuses to add to Campus Data Stewardship Standards.	February 12	Active
PMO	Establish updated list for applications that integrate with the Banner system. Identify application owners. Have application owners identify what data elements, if any, their system should be considered the authoritative source for.	Update DGC at each meeting	Active
Justin Van Almelo	Obtain the number of enrolled students that are from EU countries and that may be affected by GDPR	February 12	Active
Paul Lambeth	Present the DataMart and Datawarehouse use cases	February 12	Active
Julie	Paul/Nate Check with Chris and Eric to see what else might be missing from Student diagram ADD Cat Tracks to Diagram	February 12	Active
Paul Lambeth	Present HR and Finance Context Interface Diagram	February 12	Active

