Data Governance
Action Minutes
September 9, 2021

Members present: Robert Bromfield, Nathan Cain, Desmond Dair, Stephanie Darcy, Jeff Hamrick, Patrick Kao, Maggie Karaman, David Kirmse, Janice Lee, Dan McPherson, Deborah Panter, Nick Recchia, Chantel Smith, Kevin Wilson, Teresa Zane

Members absent and excused: Dom Daher, Eric Freeman, Joe Henson, Julie Kober, Martha Peugh-Wade

Recorder: Linda Wong

Approval of Minutes: May 13, 2021
Motion: approved **Vote:** unanimous

Banner codes:

ADLH (homeless), ADLV (violence), ADLO (other)

Action: approve additional codes to exclude students who need to record a local address.
Motion: approved **Vote**: unanimous

Building and room codes for Fulton Flats. Updated in AIM, maybe WD. Do condo rooms need to be in banner? Already in StarRes, listed as four separate buildings, but not the rooms. Should it be Fulton Flats one code or four separate buildings?

Action: Follow up with Bruoillard-Bruce

Subcommittee Updates

Data Use Agreements – the current policy focuses on USF receiving outside data. A similar policy is being drafted for USF sharing its data with external partners.

Data Storage, Retention, and Destruction – based off the 2009 policy, data stewards reviewed their areas and signed off, reached out to general counsel to engage with outside counsel. Next steps: after outside counsel reviews, consider ABS model to sign off/certify data that should be destroyed.

Bromfield learned a new set of data will be stored involving NCAA interim policy allowing student athletics having images with 3rd parties. Student contracts must be provided. Unclear if there are any financial aid implications, title IV eligibility, FERPA. ACCRO provides recommendations for storing data after a student graduates from the institution.

Kirmse shared another new record type are video recordings of course content (zoom/echo), Zoom retention policy. What happens when a faculty want to retrieve old recordings? Hamrick will bring up the issue with Shirley McGuire.

Data Warehouse/pilot -Recchia took over the data warehouse initiative. Pilot complete and now need to reanalyze, get better forecast of integration environment, put everything in data warehouse and then funnel out. Will share a visual presentation. Missing the practice of managing data in a uniform way.

WorkDay gender identity roll out went smoothly, majority of new hires entering data. Karaman encouraged committee members to update their pronouns in USFWorks.

Pending Banner 9 upgrade to allow students to indicate personal pronoun and gender identity. Also want student pronouns in class list, need to wait for upgrade to display pronouns. Recommended to allow students to indicate now, then wait for banner 9 to be populated with other attributes.

> **Action:** Data Governance approved for Bromfield to move ahead with allowing students to indicate preference now. Timeline, waiting for Ellucian to tee up test environment.

In addition, the following systems will be evaluated for preferred pronoun support

- Affiniquest
- DegreeWorks
- Gleeson Library interface
- EMMA
- Maxient
- ODS
- OneCard
- Starrez
- Student Hub
- Titanium
- SDS system

Organizing and maintain Data Governance Committee

Recchia suggested having a more organized way of storing data governance collateral for reference and asked for clarification of each sub-committee's expectations?

Hamrick recommended UBAC's model of archiving materials in Canvas and utilizing the website for agendas and minutes.

Social media data steward and policy

Kirmse, Bawa, and Ryder inventoried social media accounts related to USF, a little over 200. There are social media guidelines, training not required. Kirmse suggested adding someone from OMC to the Data Governance Committee. a data steward (OMC) for social media content.

Hamrick mentioned data work from OMC transferred to CIPE with the departure of Peter Sahaidachny and the issue is more of a communications policy, separate from data governance and that we would not begin writing policies for other units.

Bromfield agreed it is more a use issue and not data governance and perhaps a question to legal counsel whether it falls under data retention.

Smith shared it may also fall under risk assessment and not data governance.

Panter added possible law suits can come up.

Wilson shared the graduation office has had to re-record ceremonies if a student's honors did not get announced. Some have threatened to sue.

Kirmse mention Shawn Calhoun is looking for ITS to approve technology that will automatically post photographs to Gleeson Instagram account.

Hamrick will speak to Ryder to clarify the issue.

Data audit policies -inbound / outbound information. Don't do any formal data audit of these data between USF and third-party vendors. Different controls in place to prevent data issues, some data assessment, but nothing formal. At the request of Donna Davis, discuss and explore if this is needed or not?

Hamrick stated any data worth collecting is worth having certain level of quality, otherwise there would be no use for collecting the information. If a system has bad data, it can be a liability to the institution.

Zane added there are some validation of data integration that feeds into finance.

What system does anyone suspect has poor data? Siloed systems, not single sign-on.

Kirmse and Hamrick will follow up on a policy for annual audits. ITS has a list of all systems.

Good of the order

Meeting adjourned: 4:55 p.m.