<div align="center">
Data Governance
November 11, 2021
Action Minutes
</div>

Members present: Robert Bromfield, Nathan Cain, Dom Daher, Stephanie Darcy, Eric Freeman, Jeff Hamrick, Julie Kober, Janice Lee, Stacy Lewis, Dan McPherson, Martha Peugh Wade, Nick Recchia, Chantel Smith, Joe Vasques, Vince Villarama, Kevin Wilson, Teresa Zane

Recorder: Linda Wong

Approve October 14, 2021 Minutes

Motion: Minutes approved with the addition of Kevin Wilson present **Vote:** unanimous

Subcommittee status reports
Gender Identity and Preferred Pronouns: Bromfield shared the student portal went live last Friday with an email to all enrolled students at all campuses. To date, about 180 indications submitted. Laserfiche form collected and populated fields in Banner, class lists, canvas and Gleeson library system. Other systems will need to wait until Banner 9. The Provost was pleased with this roll out.

Data Warehouse: The integrations environment will need to be robust to send data. We want to ensure data is cleanse. The old budget assist for data warehouse is being resubmitted with Chinyere's interest. Pilot on mastering data, informatica.

Data Storage, Retention, Destruction Committee: Donna Davis and Opinder Bawa have a slightly different approach about this. Calibrated with Donna Davis and Peter Mayer, given that we decided to seek an update on the policy, we need to take a step back and look at it from a system approach, identify a system, e.g., Slate, Gnosis, understanding mapping of life cycle and business process. *Extender has a lot of student data. Things do end up in repository of extender.

Data Use Agreement: Propose to change subcommittee to dual function, both intake and outtake, Use and Sharing. Primary use is faculty agreements, research projects. McPherson drafted current policy which will be folded into a parallel policy going out. The requests will live in Service Now. Data sharing requests are usually shared with vendors, they must meet USF requirements, controls and safety measures. The subcommittee will bring in core members of the data stewards for their expertise.

If data sets include PII, review and approval is needed by this subcommittee.
If data sets do not include PII, requests are assigned to Jeff and Linda

Motion: Approved to rename subcommittee to Data Use and Sharing **Vote:** Unanimous

Data Issue Request: Student Leadership and Engagement visibility of vaccinated (Luke Ifland)
Request for selected staff to have access to view vaccination status as required per city regulations for events. The staff already have access and am seeking approval for easier access to confirm status on the spot.

Comments:
Donna Davis does not consider this information to be HIPPA type data and has no objections.
Is the data coming directly from med proctor? Architecture, once information is confirmed by med proctor, integration to banner table, vaccinated, exempt, blank, then tied to one card.
There is no medical record information, simply a "y" for yes or "ex" or blank, have neither.
MP – Banner – Salesforce
Only Natalie has admin role to med proctor database.

Motion: Approved **Vote:** unanimous. Only on a required and need to know basis.

Good of the order:
Bromfield shared the Law School faculty may be interested in doing something with the gender identity pronoun data.
Darcy feels there is a missing piece we promised the students. How are we using this data. The data is currently used in class roster and the policy addresses this use.
Might be a good start to have Bromfield draft an email to deans and having direction from one source.
If faculty wants to do further research, it should be handled by internal institutional data, not by CIPE.
May consider including the data use and sharing subcommittee. Bromfield is involved when students submit research requests.

Action: Bromfield to draft email to associate deans and deans

Adjourned: 4:03 pm