Data Governance
Action Minutes
January 13, 2022

Members present: Robert Bromfield, Nathan Cain, Desmond Dair, Stephanie Darcy, Eric Freeman, Joe Henson, Maggie Karaman, David Kirmse, Julie Kober, Stacy Lewis, Dan McPherson, Deborah Panter, Nick Recchia, Chantel Smith, Vince Villarama, Kevin Wilson, Teresa Zane

Members absent: Dom Daher, Joe Vasquez

Recorder: Linda Wong

Approval of November 11, 2021 Minutes

Motion: Wilson/Bromfield **Vote**: unanimous

Subcommittee Updates
Gender Identity & Preferred Pronouns
Bromfield received two feedback from students regarding the email sent to them. One was a more general question relating to the need to spend funds on this project over other priorities.

The second feedback was a request to change the gender identity category from male/female to man/woman. The student made a persuasive argument about conflation of gender categories assigned at birth uses male/female and how it can be harmful.

If we make the updates for students, we will want to be consistent with the HR side. Have not reached out to the task force for their expertise before moving forward.

Comments/questions

- Law received positive feedback that gender identity was available.

- Panter agreed with the student's perspective.

- Recommend having the subcommittee review.
- Update: communication put on hold to get clarification on gender identity terminology.

- Will want common terminology on work day side as well. Goal in HR was to mirror fields with students. Tricky thing is we already have data (same with students). We wouldn't ask students to go back and enter again and will come up with some automatic way to update. However, an email will go out to say these terminology have been updated.

- Development perspective – student records become alumni records, options now are M/F/Other. Do not see a place for pronouns, talked about building in enhancements. Can certainly implement changes in alumni data base as well, but will need to double check if there is a field for legal sex.

<u>Next steps</u>**:**
- Darcy offered to work on a draft with Bromfield.
- Bromfield to come back with feedback.

Data use/sharing
Shirley McGuire, Senior Vice Provost, will join the subcommittee this spring. The group is continuing to refine the data sharing process.

Data Storage, Retention, and Destruction
Recchia has been in communications with Peter Mayer in General Counsel and to come up with a framework piloting individual system, e.g., gnosis/slate. We may consider questions such as:
- Do we have a legitimate reason to keep them?
- Keep them in its full form?

Data warehouse
 clear we need to cultivate and create golden records of our customers.
Where do we store these golden records?
In Banner, there is an audit of name change
Start to build out appropriate profiles

Subcommittee still in planning phases aside from exploration with Chantel. Seeking new partner competent in informatica, golden records, snowflake.

Discussion of co-chair model
Henson shared Data Governance used to have a co-chair and would like to bring this back.

Action: Approve having a co-chair

Motion: Kirmse/Bromfield **Vote:** unanimous

Data Governance Bylaws
Henson recommended having a subcommittee to begin drafting the bylaws. The current charter on the website is a good start. The bylaws will be shared before it is signed off and possible approval from administration.

Meeting adjourned: 4:45 pm