Data Governance Council
Meeting Minutes
September 24, 2019

1. Introductions
   a. Present: Jeff Korab, Lee Konrad, Scott Owczarek, Bob Turner, Amanda Reese, Liv Goff on behalf of Dan Langer, Jeff Karcher, Tena Madison, McKinney Austin, Melissa Chan

2. Review/Approve Minutes from 7/23/19
   a. Not enough members for a Quorum. Will table for next meeting.

3. Review and Discuss Draft Data Governance Council Charter
   a. We submitted a vote for the Program Charter electronically is now awaiting Exec Sponsors approval.
   b. Updates to this Council Charter were inspired by examples of other charters including the GDPR Implementation Team Charter with Nancy’s permission from Legal Affairs
   c. We discussed each section of the charter:

   Mission
   Intended to reflect that data governance is ever changing and so should our actions be surrounding them.
   i. Call out the importance of providing resources (funding, time, energy) was put under Exec Sponsorship and is also under page 2. Feedback to include in the mission as well.
   ii. Clarify that this Council does not have the authority to make policies – only to recommend policies to Exec Sponsors who then implement
   iii. Include ‘compliance efforts’ in sentence 2 or 3

   About
   i. Call out shared understanding and communication

   Goals & Objectives
   i. Clarify that awareness & understanding differs from training

   Guiding Principles
   i. Use a stronger word than ‘champion’ and address whether divisions can opt out. However, this is in the program charter and does not quite fit in this scope.
   ii. Add consistency & accuracy next to trustworthy
   iii. Address ethical responsibilities and doing no harm in the Mission and in bullet 3 or 4. If not here, then it should be called out in how to educate people.
Structure & Membership
Instead of specifically listing positions like in the original charter, this is intended to provide a more flexible description in order to accommodate evolving needs.

i. Exec Sponsors: Call out University Committee, Faculty Senate in Exec Sponsors and others as needed

Responsibilities
This explains the expectations of members and of the Council as a whole. Intended to be worded flexibly. No Suggestions made.

Subcommittees
No suggestions made.

4. Discussion of Council Membership
   a. Need to clean up the list of members. Original council charter and current roster are inconsistent and there are apparent gaps (e.g. VCRGE’s RSP & Research Compliance, Student Affairs, University Relations, DoIT, Budget, FP&M).
   a. Membership paragraph
      i. Suggestion that the document should say generally that membership includes individuals with planning, policy-level, or management responsibilities for data within their functional areas and requires an up-to-date membership roster to be attached to the charter.