

**Minutes**  
**Data Governance Committee**  
**November 20, 2020**  
**11:00am, BOR Mini Conference**

**Members Present:**

Cheryl Vila

John Villafania

Sali Andrike

Hatty Kabua

**Agenda:**

- Review and Approval of Nov. 6, 2020 Minutes
- Review of Data Needs list
- Activities on the second Data Summit
- Review of PS Authentication & Authorization
- Initial look of PS Course Section

**Minutes:**

1. Meeting called to order at 11:15am
2. Review and Approval of Nov. 6, 2020 Minutes
  - No comments
  - Motion to Approve by Sali Andrike, second by John Villafania. Motion passed.
3. Review of Data Needs list
  - DGC have to identify the data that is duplicated among departments
  - Look for the common things that the departments are individually recording
  - Look what data is missing
  - By reviewing the data, DGC can suggest to other departments on what data they should be collecting/recording  
Example: Land grant has stated they are recording “Operational data”. This term is broad they have to make it specific

Common data in the list:

- Student demographics
- Incident report
- Visitor log

We have to identify who should provide this data

Missing data (no one is reporting):

- NSSP related datas
- IQBE
- If there is a program in place, what data should be reported?

4. Activities on the second Data Summit
  - Ask the departments to bring their sample data & teach them how they should record the data correctly
  - Excel
  - Data analysis, help the attendees make charts & graphs and making conclusions to do a report
  - After the second Data Summit, DGC should have recommendations to other Departments
  
5. Review of PS Authentication & Authorization
  - Authentication – log in
  - Authorization
  - 6 items are in this area
  - Motion to Approve by Sali Andrike, second by Hatty Kabua. Motion passed.
  
6. Initial look of PS Course Section
  - Yellow color is unsure
  - Red is to delete
  - Green is to add
  - John will share the file to all members so that everyone can make suggestions
  
7. Announcement by Cheryl Vila
  - Cheryl presented the second Data Summit to IEC and suggested to do it on the 3<sup>rd</sup> week of December 2020.
  
8. Meeting is adjourned at 11:52 am.