Wright State University
Data Governance Committee Minutes
June 21, 2018
3:00-4:30 p.m.

Attending: Mary Ellen Ashley, Sandi Holdheide, Amanda Steele-Middleton, Tammy Kahrig, Craig This, Kelli Tittle, Tony Whack, Craig Woolley

Agenda Items

1. Social Security Numbers on Transcripts
   a. Wright State University transcripts will only show truncated (last four digits) of student’s social security number (SSN) instead of full SSN as has been previously shown. Data governance committee approved this decision after Amanda Steele-Middleton, Registrar, vetted the proposal through data governance and other data stewards via email. The proposal to truncate follows best practices used by ETS/ACT/SAT in tracking students.
   b. Action Item: Above proposal and decision needs to be documented and posted on data governance website.
   c. Agenda Item: What data issues should go before the Data Governance Committee?

2. GDPR Update—Kelli Tittle
   a. As of May 25, 2018, the General Data Protection Regulation (GDPR) is in effect. Several Wright State University vendor contracts have been amended for compliance with the regulation.
   b. Mark Anderson, Office of Marketing, is currently the contact for updates/questions concerning Wright State University’s web privacy policy, which can be found here: http://www.wright.edu/about/privacy-policy
   c. Action Items:
      i. Review overall policy around mailing lists being sent out (invitees: Seth Bauguess, Bob Hickey, Larry Chan)

3. Program Effectiveness KPI’s—Craig Woolley
   a. Craig Woolley reviewed KPI work to-date for both academic and non-academic program review.
   b. Action Items:
      i. Relationship of KPI program review to Assurance of Learning Committee and forthcoming Fall 2019 comprehensive program review with regards to HLC.
      ii. What will be the oversight of Data Governance Committee with regards to data collected for both academic and non-academic program reviews?
      iii. How do we collect and store data essential for non-academic program reviews?

4. Review of 2018-19 Goals
   a. Communication Goals
i. The Data Governance Committee approved the Communication Goals listed for 2018-19.

ii. Action Items for Communication:
   1. Website will be updated to include new members and space to store minutes and decisions rendered by Data Governance Committee.
   2. Explore possibility of administrative support for compiling minutes/documents.

b. Develop working relationship with GPP/FACT
   i. Agenda Item: Proposal to make GPP/FACT a subcommittee of Data Governance Committee

c. Process documentation
   i. Data Governance Committee approved the Data Management Issues Resolution Process.
   ii. Action Items for Process Documentation
      1. Data Governance Subcommittee needs to develop internal guidelines and policies for responding to Service Now requests to enhance communication and customer service.
      2. Data trustees, stewards, custodians and reporters needed to be indicated in writing.

5. Additional action items
   a. Office of Registrar and Office of Institutional Research & Analytics to review and clean-up the “Continuing Education” student population.
   b. Committee members are asked to submit topics for next Data Governance Meeting to Craig Woolley.

Next meeting: Wednesday, July 18, 2018, 3-4:30 p.m., 267 University Hall