**Data Stewardship Task Force
Minutes**

**Tuesday, August 18, 2020**

**2:00 p.m. to 3:00 p.m.**

**Zoom**

**Present:** Xiaohong Li, Amanda Bauer, Darcy Bogle, Olga Newlove, Danielle Vohnout

and Kevin Kasper

**Absent:**  Barbara Amerio, Windy Martinez and Nicole Avina

**Secretary:** Brandy Young

**Welcome Back and Introductions**Xiaohong gave a brief welcome back to the task force.

**Learning Moment - What is Data Management?**

<https://www.youtube.com/watch?time_continue=2&v=mwE5nTWY1ew&feature=emb_logo>

<https://www.youtube.com/watch?v=03bt8zMoIkQ&feature=emb_logo>

The Committee watched two training videos regarding data management. Xiaohong explained that we here at TC do not have the same structure as demonstrated in the training video. We have limited resources; therefore, we each have multiple roles. She wanted to discuss this prior to establishing ownership roles in the MIS Reporting spreadsheet.

**Reviewing and Verifying MIS Reporting Data Ownership Table**

Xiaohong explained the columns of the table and gave a brief overview of the work that Sherry has done already in filling in the information. The task force went through each MIS report in the table and identified who the contact person is, and who is responsible for the report: data owners. Task force members discussed the various reasons why certain departments were selected as the responsible party. Comments were notated in the last column for clarification. The spreadsheet will be shared with everyone identified as data owners/stewards/contacts to verify that all information is correct.

Amanda gave an overview of what we can expect regarding the new MIS Auditing system. She showed the group where the State is now pulling data. The auditors will be auditing all the new data points to ensure data integrity. This past year the State has revised the Contracted Districted Audit Manual (CDAM) to add an additional data management audit. One of the new procedures that was added to the CDAM, this fiscal year 19/20, which is what the auditors are auditing right now, is based upon the SCFF Data Management Control Environment. Colleges will need to

demonstrate an adequate oversite of data management practices. Roles will need to be defined and established. We will need to demonstrate that Information Systems are monitored and maintained for security aspects; permissions established per role. These areas will be audited. Auditors, this year, will be looking for written procedures. Auditors will have a one on one Zoom meeting with the ITS Director. Auditors will be back here the week of October 12th. They may interview identified custodians of certain data. We will need to present what we have established as written procedure and also demonstrate that we are doing what those written procedures say.

We will continue to identify data owners, custodians and users. In the next upcoming meetings we will start discussing what the responsibilities of those individuals are.

**Meeting Schedule:**  The DSTF will meet every first Wednesday of the month at 2:00 p.m. The next meeting is scheduled for: **September 2, 2020 at 2:00 p.m. via Zoom.**

**Respectfully submitted by: Brand Young**