**Data Stewardship Task Force
Minutes**

**Tuesday, September 2, 2020**

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

**Zoom**

**Present:** Xiaohong Li, Sherry Anderson, Amanda Bauer, Darcy Bogle, Olga Newlove,
Danielle Vohnout, Marty Morales, Barbara Amerio and Kevin Kasper

**Absent:**  None

**Secretary:** Brandy Young

**MIS Reporting Roles and Responsibilities**Xiaohong presented the TC Data Governance Roles and Responsibilities document. The document outlines and defines proposed roles in the data governance structure. The roles are:

* Data Owner – Vice Presidents
* Data Stewards – Department Director/Managers
* Data Function User – Faculty and Staff
* Data Custodian – Information Technology Systems Staff

Each area in the document provides a description of the role and the responsibilities of that role. The task force identified all the areas within the role of Data Steward. Data Function User employee names will not be listed on this actual document, but they will be identified within their departments in order to remain in compliance with the new data integrity auditing procedures. A suggestion was made to define the actual type of data being entered by Data Function Users. Xiaohong will create a flow chart depicting the hierarchy of how the “flow” works. The goal is to establish checks and balances in segregation of duties to make sure that data is being verified at multiple levels and is correctly being audited. The Data Ownership spreadsheet will provide the names and positions of the contact person for MIS reporting. This spreadsheet will be a live document and can be updated with changes.

**The next DSTF meeting is scheduled on October 7, 2020 at 2:00 p.m. via Zoom.**

**Respectfully submitted by: Brandy Young**