**Data Stewardship Task Force  
Minutes**

**Tuesday, October 7, 2020**

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

**Zoom**

**Present:** Xiaohong Li, Sherry Anderson, Amanda Bauer, Darcy Bogle, Olga Newlove,   
Danielle Vohnout, Tiffany Rowden, Windy Martinez and Nicole Avina

**Absent:**  Barbara Amerio and Kevin Kasper

**Secretary:** Brandy Young

**Review Draft – MIS Data Flow Sheet**Xiaohong presented the flow chart and explained the flow process of the MIS data reporting structure. There will be a follow up document to identify specific steps in the process in support of this flow chart.

**Review and Approval**Data Governance Roles and Responsibilities Final Version of DocumentsXiaohong reviewed the final version of the document. It was suggested to hyperlink the college org charts and highlight the position to identify the Data Stewards within each department. This document will be reviewed by the Cabinet for final approval. Once approved, Data Stewards will be notified that they have been designated in the role.   
Finalize the MIS Ownership Table  
The MIS Ownership Table was reviewed and approved.

**Next Steps**

The Task Force will begin with the SG report and start to identify ways to collect data to populate the empty fields. The Task Force will develop suggestions and provide documentation.

**The next DSTF meeting is scheduled on November 4, 2020 at 2:00 p.m. via Zoom.**

**Respectfully submitted by: Brandy Young**