**Data Stewardship Task Force  
Minutes**

**Tuesday, November 4, 2020**

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

**Zoom**

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

**Absent:**  Kevin Kasper and Amanda Bauer

**Secretary:** Brandy Young

**Updates**

MIS Data Flow Chart - FinalThe Data Flow Chart was finalized with a few changes to the order of the data flow.

Data Governance Roles and Responsibilities Final Version of DocumentsThe document was finalized and approved and will go to Cabinet and Governance Council for approval.   
Finalize the MIS Ownership Table  
The MIS Ownership Table was reviewed for completion, finalized and approved.

**MIS Report – SG: Special Populations**Xiaohong gave a brief overview of the report and reviewed the data elements specific to TC’s SG report. She reviewed the Banner form used for entering the data. She explained the process of validating the data by running reports and checking trends for discrepancies.

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

**Respectfully submitted by: Brandy Young**