Minutes
Enterprise Data Coordinating Committee
5/30/2017

Meeting of the combined Steering Committee, Functional Subcommittee, and Regulatory Operations Subcommittee of the Enterprise Data Governance Committee

Attending: Susan Kellogg, Allison Legge, Kim Stahl, Nicholas Graham, Phyllis Petree, Kevin Lanning, Fran Dykstra, Rich Arnold, Mel Jones, Micki Jernigan, Lee Bollinger

Not Attending:  Molly O'Keefe, Lynn Williford, Rick Root, Dwayne Pinkney, Andy Johns, Patsy Oliver

Minutes:
- Welcome, announcements, approval of minutes
Minutes approved

- Discuss scenarios in data management

Committee worked through multiple scenarios in which data management would occur, and discussed how the draft Policy and Standard would apply. Minor revisions to the draft document occurred to improve clarity and account for multiple cases.  The Committee worked through how the role of a Data Steward (or other business role) would relate to the Technical roles in evaluating different types of projects and systems.  The drafts were reflective of the Committee thinking on how those roles would interact.

The subject of "approval in principle" versus final approval was a lengthy topic of discussion.  The Data Steward/Trustee would need to approve projects from the perspective of regulatory feasibility or from the general question of whether a certain use of data is permissible at all.  Then later in the process, once technical risk assessments or other evaluations are performed, the Steward/Trustee would need to evaluate the risk of the specific implementation and approve on that basis as well.  The Committee concurred that differentiating those types of approvals and ensuring well-trained Steward/Trustees would be key.  This also raised again the question of using the Technical roles to evaluate "across the board" systems (such as network systems) based on risk rating.  The Committee discussion was in the direction of considering those to be contractual and technical and best handled by those in the technical roles rather than by

Data Stewards.  The topic of "using" data being differentiated from "access" which might be just technical movement or storage of data by entities with no interest in the content, as a possible distinguishing factor.

The Committee discussed how best to address the user responsibility to consult Data Steward/Trustees and to communicate the requirement to do so.  Evaluating data management scenarios that evolve from "a user manipulating data in Excel on their desktop for their own work" to "shared with a couple of users" to multi-user systems, and how it would be possible for a lay-user to differentiate when risk is changing and approvals would be needed.  Additional work on this topic is needed, and the EDCC Functional Subcommittee was tasked with coming back with recommendations on what would "trigger" a request to the Data Steward.

The Committee discussed practices around data integrity in "downstream" application systems, and determined that it should be best practice (but not requirement) for users to provide authoritative data back up the stream. To notify the business owner of a canonical source that data may be incorrect.

The Committee discussed other triggers for requiring Data Steward/Trustee approvals, or opportunities for better efficiency.  In the area of risk assessments, the subject of setting a trigger for Data Steward review at a particular risk rating and allowing projects/systems with a lower risk rating to proceed without Data Steward review.  It was observed that some Data Stewards/Trustees may have different thresholds for risk, given the different character of each type of data.

Likewise, the Committee concurred that if a replacement technical system has the same (or lower) risk rating as the one being replaced, then there would be no need to consult data steward.

These topics will guide additional work by the relevant subcommittees.


The Committee was informed about ongoing work to improve the review and approval processes triggered by the purchasing document "Data Access Questionnaire."  It is anticipated that those processes will coincide with the work of this Committee in the future, and the Committee asked to be updated on the work as it progresses.

- Ongoing committee logistics

In future, the subcommittees will begin to meet monthly on a recurring basis (unless cancelled) and the full committee will meet only as called.  Minutes will be approved by email.

- New Business

No new business.