Minutes
Enterprise Data Coordinating Committee
Regulatory Subcommittee
9/19/2017

Present: Nicholas Graham, Phyllis Petree, Micki Jernigan, Lee Bollinger, Kim Stahl
Absent: Allison Legge

Minutes:
- Welcome, announcements
  Minutes approved. No announcements.

- Discussion of library data inventory
  Reporting from Nicholas Graham on research performed since last meeting.
  Library data examined excluded finance data specific to the libraries, not meaningful for this inquiry. Also excluded student, faculty, and employee data used by the Library.

  Data types included: library user data (defined as private and regulated by state law).

  Discussion of data collection activities, uses of library data, and difficulty of obtaining the information. Result was a spreadsheet of uses/applications with information about each. Activity was deemed useful, and minimally-burdensome. It was agreed that such an activity for a larger data-set (e.g. Student data) would be substantially more burdensome.

  Discussion of how to proceed with defining an inventory process that could be followed if needed, level of priority of the activity, what a follow-on activity might include (obtaining copies of DUA/MOU/T&C's) what to recommend to the Steering Committee.

  Determination to recommend to the Steering Committee, providing a template spreadsheet and recommended set of questions, and framing as a recommended activity for Data Trustee/Stewards to undertake as an annual process.

  Next steps for this subcommittee, developing the set of questions to include with the activity. Initial list includes:

- o What is the data?
- o Who has access?
- o If the data is Sensitive, what puts it in that category?
- o Where is the data stored?
- o Is the storage/application provided by a vendor, in-house hosted, or homegrown?
- o Is the data in a cloud or hosted solution?
- o Who has the data?
- o When was the last IT security risk assessment completed?

- New Business
  None.