Data Governance Council (DGC) Meeting Minutes

Date 4/10/2025   Teams; 2:00 PM

Information about DGC: WVU Data Governance Council | General | Microsoft Teams

Attended	Title	Name
X	Associate Vice President for Institutional Data and Analytics	Lisa Castellino-Gergich (Chair)
X	Executive Director for Infrastructure and Operations, ITS	Steven Watkins (Vice Chair)
	Senior Associate Vice President for Finance	Barbara Weiss
	Associate Provost for Curriculum and Assessment	Louis Slimak
X	Associate Vice President for Enrollment Management	Sandra Oerly-Bennett
X	University Registrar	Joshua Imes
X	Interim Chief Information Security Officer	Lee Lawson
X	Sr. Associate General Counsel	Abigail Wolfe (Ex-Officio)
X	Director of Benefits and Compensation Administration	Rebecca Meyer
	Chief Financial Officer, WVU Institute of Technology	Amy Alton
X	Data Governance Lead, Institutional Data and Analytics	Jeffrey Witt
X	Director of Data Engineering, Information Technology Services	John Loeffelbein
	Associate Vice President Research	Sheena Murphy
X	Chief Budget Officer	Dixie Paletta

Next Meeting:

Next Meeting is: May 8th, 2025 2:00 PM Teams:

Agenda:

1. Discuss university wide data happenings on the horizon
    1. Emergency contact update
2. Data Strategy 101
3. Sub-council progress shared definitions for cross-domain data points
4. Data domain spotlight- Talent and Culture
5. **Standing agenda item-** Open the floor for cross domain issues- proposed resolution and next steps

Notes:

- Emergency contact update
    o Emergency contact will be captured during the event but not on the application
    o Banner enables someone to update or capture emergency contact
        ▪ No way to require the emergency contact
    o Creating a front end tool that will live in the portal
        ▪ Will require students who don't have EC to update the EC
    o Want to connect student and HR manner to collect EC in Workday
    o If someone is using EC, it will live in Banner
        ▪ Legal name
        ▪ Relationship
        ▪ Address
        ▪ Phone number
        ▪ Email
- Data Strategy 101 material
    o The team should identify audiences that need/ want to hear the information
    o Next time we will talk about outcomes and the operational model
- Common terms
    o The sub-council has made progress
        ▪ Developed equation for creating common terms
        ▪ Focused on "military status"
        ▪ Agreed to weekly meetings
    o Not everything can be combined
        ▪ The DGC should expect that some terms have a specific use and not universal
            • These terms will have clear descriptions
            • These terms will have controlled access
    o Agreed upon common terms will be presented to the DGC in May

Voting

A quorum for conducting committee business shall consist of 50% + 1 voting members. Motions shall be approved by a simple majority.

Voting may occur via email as deemed appropriate by the Chair. A quorum of responses is required for the vote to be official.

Data Governors to do/Things to remember:

- The below items are next steps/action items.
  - Identify and share cross domain data issues
    - Issues can be shared with me
    - Or just add a post in our Teams channel
  - Let me know if you'd like to continue the one-on-one meetings
  - Look out for updates to the Managing Data Assets webpage
    - Data glossary containing terms from our public dashboards
    - Our own data governance page!