MIDAS Committee
June 3, 2019
Called to Order 2:03 p.m.
Adjourned 3:05 pm
Student Center Room 308

Attendees: Sonia Schaible Brandon, Missy Adkison, Melody Bernot, Maggie Bolter, Bryan Fortriede, Laura Means, Steven Reed, Kate Stoss, Curtis Westfall
Absent: Todd Meister, Janice Childress, Rob Marvin

(Maureen McCarthy also present)

New Business:

1. Reset process
   a. It is stated that the Committee needs to determine their purpose, and how to best proceed from the current state.

2. Data governance
   a. Dr. Schaible Brandon distributed the Information Technology Data Management Procedures and Governance Structure and requested feedback from the Committee. Discussion ensued regarding the following points:
      i. A need for revisions to the Policy so there is clear direction and responsibility assigned.
      ii. The various committees mentioned in the document including Data Standards, Data Management, and Operational Data Group – and who comprises each committee as well as how often each committee meets.
   b. Dr. Schaible Brandon distributed a drafted Institutional Data Governance and Management Policy and requested input on refining the document. Discussion ensued regarding the following points:
      i. Rules to include in the Policy including levels of security access, roles for data curating, to whom data is released, and the volume of surveys being conducted.
      ii. Utilizing Tableau and setting restrictions so access is more guarded than Argos.
      iii. Ensuring access to essential personnel, levels of access, limiting report creation to only the experts to eliminate inaccuracy.
      iv. Citing data sources on documents; including a documentation page with each report.
      v. Maintaining security without compromising accessibility by gaining support from VPs to eliminate crossed-permissions.
      vi. Identifying specific persons for data governance to tighten access; those granted access must attend mandatory annual training.
      vii. Relocating the need to prioritize requests for institutionalized data towards the top of the document to highlight importance. This will help to meet people’s needs with a more structured timeline.
   c. Dr. Schaible Brandon distributed a document: Unit Record Data Sharing Guidelines (Adapted from Colorado State University) for review of the Committee.

3. Sub-committees (proposed)
a. Dr. Schaible Brandon asked if any of the Committee members were interested in being involved in a sub-committee. Suggestions for people (experts) in each area were also appreciated. Proposed subcommittees are:
   i. Data Quality/Data Dictionary
   ii. Data Dashboards and Portals, Prioritization and Communication
   iii. Data Warehouse
   iv. Data Auditors and Wranglers
   v. Survey Data
Discussion ensued regarding survey funding, importance, volume, and competing surveys. It was mentioned that a hold will be requested on further surveys.