Meeting Agenda

I USG Updates on Deadlines

II Data Governance Manager Update

III Data Governance Roles – Training

IV Data Classification Policy & GORA

V 5/30 Rule Reminder & Use Case

VI Data Cookbook Training Update
USG Updates on Deadlines

• Tier 1 and 2 items are due December 31, 2020.
  • Data System Documentation (stewards should review the Tier 1 checklist)
  • Cybersecurity
  • Regulatory Compliance
  • Data Governance Structure
  • Data Availability
  • Training (November 2020)

• Tier 3 items are now due June 30, 2021
  • Data Elements and Data Definition Documentation (Data Cookbook)
  • Data Quality Control (Data Cookbook)
  • Monitoring (Data Governance Manager)
  • Audit
Data Governance Manager

• Thank you for being a part of our search process and providing feedback.

• The search committee recommended Dr. Melissa Barnett who has formally accepted our offer.
  • Dr. Barnett comes to GSU from MIT.
  • Led a cross-unit team to develop content for MIT’s first ever data workshop series, “Data Talks” which aims to increase data literacy and capacity among faculty and staff.

• Start date is November 16, 2020.
USG Training – Data Governance Roles

• USG provided training for Data Governance Roles will be delivered in an on-line format during November 2020.

• The following role-based training will be provided:
  • **Data Owner** (President)
  • **Data Trustees** (Vice Presidents)
  • **Data Stewards** (Functional Data Area Leadership)
  • **Data Users** (Users with elevated levels of access to data systems)

• More information on how to access and complete the training will be forthcoming.
Data Classification Policy: Background

• **March 2019:** USG Data Classification requirements included in Business Procedures Manual 12.4.2

• **March 2020:** GSU Data Classification policy approved by Administrative Council

• The policy requires each Data Steward to be responsible for ensuring Data in their functional area is classified as one of the following:
  
  • Unrestricted / Public
  • Sensitive
  • Confidential
Data Classification Policy: Implementation

- **Summer 2019**: GSU Data Governance framework established

- **Spring 2020**: GSU Data Cookbook launched in to facilitate the establishment and maintenance of data definitions and meta-data

- **Fall 2020-Spring 2021**: GSU Data Stewards undergoing training re data definitions classifying data elements.
Data Classification Policy: Open Records Guidance

The Georgia Open Records Act requires public access to most University records, with certain listed exceptions.

- Open Records Requests are facilitated by the Office of Legal Affairs. The law provides only a very short time (sometimes only 24 hours) for making the requested records available.
- Some information that individuals may consider sensitive (e.g., emails discussing sensitive work-related matters) are nonetheless available through the Open Records Act.
- Information designated confidential (FERPA-protected information, ORA exceptions such as SSNs, home addresses, etc.) is redacted before disclosure.
The Rule

• All terminated employees must have access to GSU systems removed within 5 days of termination.

• All employees who transfer between jobs within GSU should have their access reviewed within 30 days.
5/30 Rule Review

Good News!

- If your system uses Single Sign-On (SSO), the terminations requirement for faculty and staff is fulfilled automatically.

- Single Sign-On does **not** fulfill the requirement for job changes and transfers within GSU.
  - System administrators will need to verify users against the job change report on a monthly basis.
5/30 Rule Review

Terminations – Campus ID and Single Sign-On

- It is possible to have multiple affiliations with varying automatic terminations:
  - Faculty and Staff
    - 5 days from the termination date.
    - Emeritus maintain faculty or staff affiliation; inactivated upon death.
    - Retirees may maintain affiliation; inactivated upon death.
  - Part Time Instructors
    - 5 days from the termination date.
  - Provisional Employees & Affiliate Accounts
    - On scheduled end date established by HR and/or sponsor.
  - Students
    - 2 years from last semester enrolled
What do Data Stewards need to do?

- Communicate this requirement to system administrators within your area.
- Share the terminations and job changes reports with your system administrators so they can fulfill this requirement.
- Follow-up with system administrators to ensure that this task is being completed regularly and on schedule.
5/30 Rule Review

An Example from OIE

• OIE performs these checks on a weekly and monthly basis for Academic Analytics.

• We follow these steps:
  1. Download the weekly terminations report, or monthly job change/transfer report as required.
  2. Create an Excel file with a tab that houses our employee list with current access, and a second tab that houses the terminations list or job transfer list.
  3. Use VLOOKUP to cross reference the terminations list with our current user list.
  4. Flag users that require removal and verify the list with our data steward.
  5. Remove access as needed.
5/30 Rule Review

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5/30 Rule Review

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5/30 Rule Review

3. Use VLOOKUP to cross reference the terminations list with our current user list.

<table>
<thead>
<tr>
<th>Name</th>
<th>EMPLID</th>
<th>Terminated?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Esposito Norris, Jennifer</td>
<td>0160364</td>
<td></td>
</tr>
<tr>
<td>Gregg, Patti</td>
<td>0136647</td>
<td>Y</td>
</tr>
<tr>
<td>Peragine, Joe</td>
<td>0112230</td>
<td></td>
</tr>
<tr>
<td>Lauffer, Erik</td>
<td>0086907</td>
<td></td>
</tr>
<tr>
<td>Spratling, Regina</td>
<td>0083417</td>
<td></td>
</tr>
<tr>
<td>Letbetter, Laura</td>
<td>0070707</td>
<td></td>
</tr>
</tbody>
</table>

4. Flag users to remove and verify with Data Steward if required.

5. Remove access to the system.
5/30 Rule Review

• This example is for terminations.
• The same steps apply for job change/transfers, with one additional step.
• Prior to removing or altering access, you should reach out to the employee’s manager to verify the access and roles required in your system for their new position.
• There may be no change, a change in permissions, or a complete removal of access.
• Contact information for the current manager for each employee is included in the job change report to assist you.
Data Cookbook Updates

- Data Cookbook is fully implemented and configured.

- Thank you to Cohort 1 – Finance & Administration for being the first to go through training.

- We are taking what we learned and adapting it into the training plan for the remaining cohorts.

- Training for the remaining cohorts will begin in January 2021.