

Align Steward Community

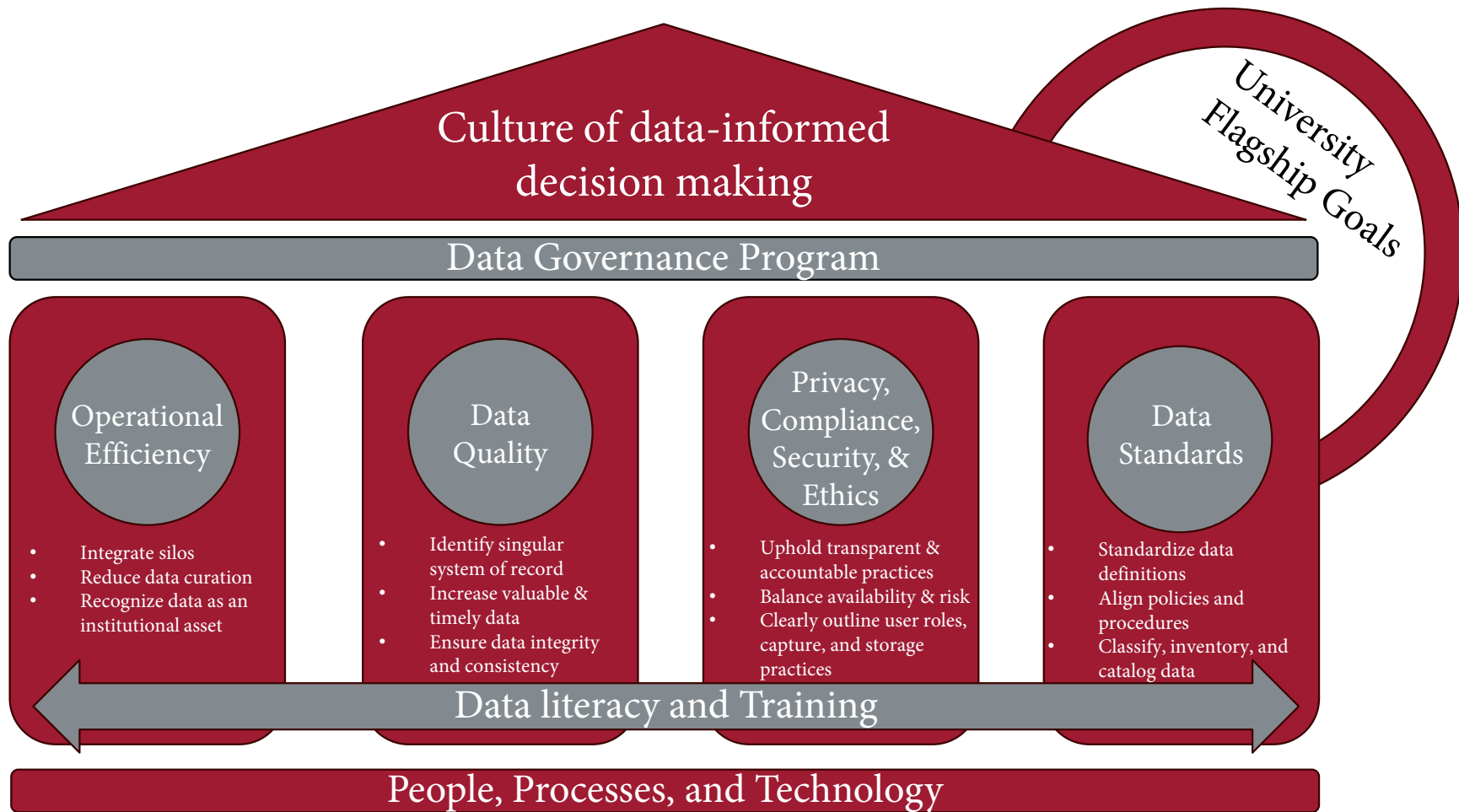
July 25th, 2025



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Data Governance:
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Technology



Update



Policies

- *Data Governance Policy*
 - We have gotten approval from UA counsel and our AVP for our policy and it is currently under review by the Policy Advising Review Committee (PARC).
 - After they have approved it, the policy will go to the UA System office for final approval.
- *Privacy Policy*
 - In response to our 2024 UAS Data Governance Audit, we have documented proper ways for sensitive data de-identification.
 - The revision for our Privacy Policy is pending AVP approval.



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Data De-Identification

The verbiage has been added to the Privacy Policy to address de-identification:

De-Identification: When sharing PII, UA personnel must use these practices:

- Do not share personally identifiable information with an internal or external party unless explicitly authorized via a formal access request process involving the appropriate data steward.
- An acceptable way to share data while respecting the privacy of individuals and businesses is to remove personal information that would allow someone to be identified before sharing the data.
- Proper guidelines and methods for data de-identification can be reviewed on the [Data Governance site](#).

Definitions added:

De-identification: removing or altering PII from data, making it impossible to link the data back to a specific individual. This process helps protect individual privacy and ensure compliance with data privacy regulations.



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Building Information

- We have meet with leadership from Transit, Campus Development, OIT, and Public Safety.
- This group is currently working to ensure AiM building information is correct and reflects E911 addresses.
- As a part of us working through this, we will also be updating Passio Go (feed from Google Maps) which is used by Transit.
- Future conversations will include updating Housing information, Campus Mail, and other related databases and systems.
- **Reminder:**
 - If reports, dashboards, forms or websites have already been published using other sources, please update where it is convenient.
 - For access to AiM, please contact Tim Powell with OIT at thpowell2@ua.edu



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Building Information: AiM data to Passio Go

- Representatives from Campus Planning and Transit met to discuss inconsistencies between AiM and Passio Go (system used for Crimson Ride and Crimson Concierge).
- We are beginning to work to update Passio Go with system of record information.
- To update the Passio mapping, we will update Google Maps with building names and addresses as listed in AiM.
- Examples:

	AiM	Passio
Mismatch	Stalling Center (Rise)	Rise School of Tuscaloosa
Building Names	University Hall	College of Continuing Studies

	Building Name	AiM	Passio
Mismatch	Cyber Hall	24 Kirkbride Ln	248 Kirkbride Ln
Addresses	Science and Engineering Complex	300 Hackberry Ln	1325 Hackberry Ln



Update

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Building Information: Housing and Campus Mail (cont'd)

- Process Review conducts a Housing Audit each semester and part of the audit requires comparing reports generated from Banner, Housing's system, and Argos. Multiple conflicts are found during this audit that need to be addressed.
- Some examples of discrepancies:

Smith Woods F		Small Group 1	Smith Woods (A-F)
Presidential II	PV II	Village II	Presidential Village 2
Ridgecrest North	Ridgecrest South (North Tower)		Ridgecrest South - North Tower

- Our next meeting is 8/4 where will discuss:
 - Google update procedure
 - updating Housing's system with AiM building information
 - progress on making AiM readily accessible and searchable
 - Enhancing Campus Mail operations utilizing system of record information



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Access Request Consolidation

- Our first two groups met yesterday to go over our latest concept iteration of our access request form to review the routing and functionality.
- The next step is to move this to production and begin sending users to this form when data is requested.
- Groups involved:

First Group:

Advancement
Human Resources
Registrar
Student Accounts
Student UG

Second Group:

Enrollment
Finance
Financial Aid
Grad School
OTIDE
Scholarships

Future Group:

Enterprise Operations
Faculty
Public Safety
Research
Space



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Banner Student Data Archiving

- As part of our database management exercise, a group met on 5/22 to discuss archiving Student data from Banner
- We discussed who would need to be involved in future discussions to accomplish this. Those areas include:
 - OIT
 - Enrollment
 - Financial Aid
 - Student Accounts
 - HR
- The Registrar data steward, Daniel Strickland has put together criteria from the OUR perspective to determine what records are no longer useful. With this, it has been estimated hundreds of thousands of records could possibly be archived.
- We have asked representatives from each of the additional groups to create criteria for their areas so we can create a master guideline for data removal. We will meet again on 7/28 to review a sample dataset that can be purged.
- After we have a master list, we will discuss the best strategy to begin moving records from Banner.



Process Review

Process: *Reporting Retention*

Status:



Problem Statement:

- The university hosts many old reports and documents on its internal and possibly public websites. While these materials have historical value, they pose risks due to outdated content, missing metadata, and weak access controls. Over time, this legacy content has grown and may no longer align with current standards, policies, or research.

Key Issues:

Misinformation & Reputation Risk

- Outdated content may be mistaken for current, spreading misinformation and damaging the university's credibility.

Privacy & Compliance Issues

- Old documents might contain sensitive data that violates current privacy laws like FERPA or GDPR.

Security Threats

- Legacy files on outdated systems can be exploited by hackers or used in phishing attacks.

Poor User Experience

- Cluttered, outdated content makes it hard for users to find accurate, relevant information.



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Process Review

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Process: *Reporting Retention*

Notes:

- In Argos alone, we started May with over 1000 reports that were not been accessed in at least 5 years or longer. 100+ that have not been accessed in 10 or more years.
- We are now at 482 reports >5 years not accessed with at least 200 to be removed! Good Job!
- Reporting example: [Summary - Course Efficiency Audit - Power BI](#)



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Action Items

Reporting Retention

- **Begin looking at the reports you publish in your area:**
 - Are there any older versions out there that need to be removed?
 - Are there any reports in repositories like Argos that need to be deleted or archived?
 - Are there any current reports that are pulling from data sources that have not updated in a substantial amount of time?
- **Review UA's Retention Schedule for retention periods in your area and note where current business needs conflict.**
 - [Record Retention Schedule – Compliance, Ethics, and Regulatory Affairs | The University of Alabama](#)

New Standards

- **Begin implementing:**
 - Using AiM for all building information and using dropdowns or prepopulated fields for data intake.
 - New student definitions
 - Review the data de-identification page on the Align website.

Data Governance Tasks Submission

Enter at least one issue you would like to bring before the Data Governance Council

- [Align Topic Submission Form](#)

Align Website

- **Go to our website for all resources, meeting agendas and meeting minutes.**
- Align.ua.edu



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Appendix



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Data Governance Roles & Responsibilities

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DRACI

Decide, Responsible, Accountable, Consulted, and Informed

Responsibility	Executive Sponsor	Data Governance Program Director	Data Governance Administrator	Steering Committee Member	Council Member	Data Steward	Data Custodian
DG Funding	R	C		A C D			
DG Advocacy	R	R		A R			
Alignment To Data Strategy	R	C	I	A D R	C	I	I
DG Prioritization	R	C		A D C			
Executive Leadership	R	C		A R			
DG Program Effectiveness		R	C	A C	C	I	I
Chair Steering Committee	R			A I			
Facilitate Steering Committee	C	A	R				
Chair DG Council	C		A R		C	I	I
Lead DG Resources	I		A R		C	I	I
Produce DG Metrics			I		D	A R	C
Produce DQ Metrics			I		D	A R	C
Publish DG Metrics	I	A	R		I	C	C
Publish DQ Metrics	I		A R		I	C	C
Data Lifecycle Processes					A D I	R	C
Business Glossary Entries			I		C D I	A	R
Data Standards and Rules			C	D	C D I	A R	C
Data Issue Resolution			C	D	C D I	A	R



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Data Governance Roles & Responsibilities

Council Member	Steward	Domain	Sub Domain
Adam Sterritt / Ruperto Perez	Shae Robinson	Student, Curriculum	Student Life - Assessment & Planning
Chad Clarke		Public Safety	
Denny Savage	Daniel Strickland	Student, Curriculum	Registrar
Jennifer Camp	Jennifer Mills	Research	Reporting Manager
Julie Shelton	Jamie Burt	Finance	Financial Aid Operations
Julie Shelton	Jonathan Shaddix	Finance	Budget
Julie Shelton	Kevin Stevens	Finance	Procurement
Julie Shelton	Kristy Pritchett	Finance, Student	Account Services
Julie Shelton	Meredith Boteler	Finance	Technology & Data
Katy Galloway	Bryan Greer	Compliance	CERA
Katy Galloway	Jennifer Clark	HR	LMS
Katy Galloway	Ronda Lacey	CERA	HIPPA Compliance
Kevin Nunnally	Jeremiah White	Finance	Advancement
Lorne Kuffel	Julianna Proctor	(multiple)	OIRA
Matthew McLendon	Brandon McBay	Student	Enrollment Management
Matthew McLendon	CeCi Loveland	Finance	Financial Aid - Analyst
Matthew McLendon	Helen Allen	Student	Student Financial Aid
Matthew McLendon	Jason McGuffey	Student	Enrollment Management
Mike Shelton	Justin Young	(multiple)	OIT
Mike Shelton	Mike Tierney	(multiple)	OIT
Monica Watts	Meagan Bennett	(multiple)	Strategic Communications
Rainey Way	Robert Baxter	(multiple)	Business Analyst
Susan Norton	Jay Haley	HR	HRIS & Payroll
Susan Norton	Michael Saloka	HR	HRIS
Taylor Anderson	Stephen Moorehead	Faculty, HR	OIT
Matt Skinner	Cathy Morris	Space	Housing - Analyst
Matt Skinner	Clint Hamner	Space	Space Management
Zach Potts	Dana Mathewson	(multiple)	OIT
Zach Potts	Prathima Gilliam	(multiple)	OIT
Zach Potts	Tim Powell	(multiple)	OIT

How?

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Data Governance Council

- is a standing governance committee of the University of Alabama. The Council derives its authority from the data governance executive sponsors.
- has the authority and responsibility to make final decisions related to data management processes for these domains:
 - Human Resources, Finance, Curriculum, Student, Faculty, Space, and Research
 - others as expressed within the scope of University of Alabama Data Governance Policy
- is responsible and accountable for the following:
 - Improved Data-Informed decision-making empowered by trusted data.
 - Increased data literacy i.e., what data is available, where the data reside and how/when to use the data.
 - Reduced curation and 'clean-up' efforts as it relates to data.
 - Enhanced transparency of data accountability and responsibility
 - Improved collaboration as it relates to institutional insights.
 - Ensure right-timed data for data users and consumers.

Council Members

- | | | | |
|-------------------|------------------|------------------|-----------------|
| • Taylor Anderson | • Jordan Johnson | • Kevin Nunnally | • Adam Sterritt |
| • W. Ross Bryan | • Lorne Kuffel | • Ruperto Perez | • André Taylor |
| • Jennifer Camp | • Tim Leopard | • Zach Potts | • Monica Watts |
| • Chad Clark | • Matt McLendon | • Denny Savage | • Rainey Way |
| • Connor Franklin | • Seth Newton | • Julie Shelton | |
| • Katy Galloway | • Susan Norton | • Mike Shelton | |



How?

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Data Steward Community

- is a community that defines, produces, and consumes data. The Data Steward Community implements changes to business processes or other data management practices decided on by the Data Governance Executive Steering Committee and Council.
- has the responsibility to apply changes and practices related to data management processes for these domains:
 - Human Resources, Finance, Curriculum, Student, Faculty, Space, and Research
 - others as expressed within the scope of University of Alabama Data Governance Policy
- is responsible and accountable for the following:
 - Provides the data governance operational and tactical framework
 - Ensures consistency in data governance standards, practices, and procedures
 - Prioritizes and approves cross-domain data initiatives
 - Resolves issues submitted for consideration

Community Members

- | | | | |
|--------------------|------------------|---------------------|---------------------|
| • Helen Allen | • Bryan Greer | • Stephen Moorehead | • Denny Savage |
| • Robert Baxter | • Jay Haley | • Cathy Morris | • Johnathan Shaddix |
| • Meagan Bennett | • Clint Hamner | • Tim Powell | • Kevin Stevens |
| • Meredith Boteler | • CeCi Loveland | • Kristy Pritchett | • Mike Tierney |
| • Jamie Burt | • Dana Mathewson | • Julianna Proctor | • Jeremiah White |
| • Jennifer Clark | • Brandon McBay | • Shae Robinson | • Simone Willis |
| • Stephen Frost | • Jason McGuffey | • Sarah Rust | • Justin Young |
| • Prathima Gilliam | • Jennifer Mills | • Michael Saloka | |



How?

Data Governance Organizational Model

