DATA GOVERNANCE BOARD MEETING MINUTES – *March 5, 2020*

Attendance

Sunil Iyengar (Chief Data Officer)
Patricia Moore Shaffer
Bushra Akbar
Ann Eilers
Nicki Jacobs
Jillian Miller
Brenna Berger
Sarah Weingast
Bonnie Nichols

Agenda Items *(3:00-4:00)*

1. Federal Data Strategy Requirements *(Discussion*)
    - Identify data-maturity assessment model by May 30
    - Complete comprehensive data inventory by July 1
    - Produce Open Data Plan by date TBD

2. Data Quality Updates from Office of Research & Analysis (*Patricia*)
    - Agency-defined forms update (Final Descriptive Reports, GEO database)
    - Harmonization of FDRs and National Initiative final reports

3. Open Discussion

Action Items

1. *Assess the appropriateness of the Government Services Administration's (GSA) "Federal Government Data Maturity Model":* By May 30, the Data Governance Board (DGB) will communicate to OMB the intent to use this particular model in assessing datasets across the Arts Endowment's business lines. Alternatively, the DGB will choose a data maturity model that might be recommended by the Federal Data Strategy team (at strategy.data.gov). Once a model is chosen, a DGB working group will recommend actions for implementing the model.

2. *Complete a spreadsheet of metadata elements for the comprehensive data inventory*: The Office of Research & Analysis (ORA) will circulate to DGB members a spreadsheet based on a list of datasets named in the agency's pending Systems of Records Notice (SORN). The metadata already in this spreadsheet will be checked, corrected, and complemented with metadata from DGB members, with the goal of producing a final spreadsheet before the July 1 deadline.

3. *Upon receipt of Open Data Plan guidance, form a working group to recommend actions*: At present, there is general agreement among DGB members that machine-readable data can be made publicly available for agency grants and cooperative agreements, panelist-reviewers, and research datasets (already accessible via the National Archive of Data on Arts & Culture).