Members: McKinney Austin, Steven Cramer, Sarah Grimm, Jeff Karcher, Jennifer Klippel, Lee Konrad, Jeff Korab, Dan Langer, Nancy Lynch, Jocelyn Milner, Scott Owczarek, Amanda Reese, Bob Turner, Mark Walters

Attendees: Jocelyn Milner, Bob Turner, Jeff Korab, Sarah Grimm, Nancy Lynch, McKinney Austin, Amanda Reese, Scott Owczarek, Jeff Karcher, Mark Walters, Jennifer Klippel, Britt Baker, Catharine DeRubeis, Joy Martell

Data Governance Council Meeting Minutes
Tuesday, July 28, 2020
8:30 – 10:00 a.m.

1. **Introductions**

2. **Review/Approve Minutes from 6/23/2020**
   a. Approved

3. **First Procedure Discussion and Vote (*subject to discussion outcome*)**
   a. Jeff Korab introduced the discussion, and McKinney Austin walked through the procedure, which was created to provide a mechanism for identifying major issues on campus and to assign action and track progress and resolution.
   b. Sarah Grimm provided an overview of the issue management process flowchart.
      i. McKinney: The initial review of a given issue will be done by ODMAS to assess whether the issue is in scope or not. It will be documented and communicated back to the submitter of the issue. ODMAS is the final repository and will have a database or spreadsheet set up to track the issue.
         1. Nancy Lynch suggested combining iii and iv of the first section.
            a. The council agreed, and McKinney made the change.
         2. Nancy also suggested putting a timeframe of 30 days on the appeal of decisions because there is a risk that issues could sit open or be reopened at any time.
            a. The council agreed that McKinney should add in the 30-day window to the procedure.
   c. The council voted and approved that the procedure will be effective on the same date as the policy.

4. **Procedures and Standards Update and Planning**
   a. McKinney: We want to keep moving on the supporting procedures and standards. The Institutional Data Policy Subcommittee (IDPS) has been working on the first standard, and I expect it will be ready for the next Data Governance Council meeting. At that point, the IDPS will have met their charge. They have prioritized the next couple of standards and have voted to take on Access Request and Authorization procedure. I would like to charge a new subcommittee to work on the documentation standard because I think that committee needs different representation.
      i. The council agreed that the IDPS will work on the new Access Request and Authorization procedure, and that McKinney could start putting together the memberships and ad hoc committees to work on the remaining standards. McKinney will continue to work on the documentation subcommittee group and hopes to have a draft charge ready for the next meeting.

5. **Communications Planning for Policy and Procedure**
   a. Joy Martell, ODMAS Communications Specialist, presented the communications planning, including communication goals; copy for the news release; target audiences; and tools, tactics, and methods for reaching campus stakeholders. The council was invited to provide feedback.

6. **Policy Library Project's Policy Inventory Results and Discussion**
   a. McKinney: There are three policies from the data realm that the data library team captured, and that they are planning to include in the data library. The policies were included in the meeting materials. This predates my involvement in the Data Governance Council. Can anyone shed light on the Release of Wiscard ID Photos to Admissions Policy?
      i. Scott Owczarek: This is a longstanding policy with identity request management – if photos are institutional data, it belongs with us.
         1. McKinney: Then we will allow this go into the data library. I think we should convert it to a procedure because it is a detailed policy. The other two policies are about access and authorization for restricted and institutional data. I believe they will be superseded by our new policy, and I will communicate that to the data library team.