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: McKinney Austin, Steven Cramer, Sarah Grimm, Jeff Karcher, Lee Konrad, Jeff Korab, Nancy Lynch, Jocelyn Milner, Amanda Reese, Bob Turner, Catharine DeRubeis, Tom Jordan, Elizabeth Simcock, Michelle Young, Britt Baker

Data Governance Council Meeting Minutes
Tuesday, February 23, 2021
8:30 – 10:00 a.m.

1. **Welcome**

2. **Review/Approve Minutes from 1/26/2021**
   a. Approved

3. **Emerging Institutional Data Environment Diagram**
   a. The diagram ties in closely with the documentation standard scope recommendation, so McKinney provided context and a walk-through. Represents the end state of the institutional data environment at a high level.
   b. Received feedback from several members that the diagram is difficult to understand without explanation. McKinney will make it a future agenda topic so the group can look at it in more detail.

4. **Documentation Standard Scope Recommendation**
   a. The council initially asked the subcommittee to report back on the scope and have the documentation built in a phased approach. After the Documents Standards Subcommittee receives approval from this group, they will work on how to move forward with documentation of the items that are in scope and the associated roles and responsibilities.
   b. McKinney summarized the recommendation.
   c. The council discussed and voted to move forward with the scope recommendation as the basis for the standard.

5. **Draft Data Access and Authorization Standard**
   a. The standard addresses how access to institutional data must be authorized and managed. The Institutional Data Policy Subcommittee has been meeting for fifteen months so far and worked on this. This is the last piece of work for that subcommittee unless today we decide to do a bit more work on this standard.
   b. McKinney summarized the standard and appendices. Will go into effect on July 1 if approved and will apply to everything new and provide a grace period of one year to everything else, similar to the Institutional Data Policy.
      i. Comments/Questions
         1. Nancy: How do we manage documentation around attestation, and where do we store it?
            a. McKinney: This is an issue we've struggled with. It could be improved with automation. It will be sort of manual and clunky at the outset until we figure out longer term how to manage the documentation. Did not tackle that piece here.
         2. Lee: No questions on the document itself. It's unclear what the implementation will look like in the real world.
            a. McKinney: We have some mechanisms to deal with that and can move with some speed to fix things that get identified as problems during implementation.
   c. The group approved the standard by vote.

6. **Data Issue Management Report**
    a. McKinney displayed the current report to the council. It will regularly be available in the group's Box folder the day before the meeting going forward.
    b. We're going to work on moving the workflow of this report into Jira. This will get better and more user-friendly in the future.

7. **Next Steps**
    a. Let McKinney know if there are any issues the council should discuss at upcoming meetings.
    b. One future topic is research use of institutional data. We need to determine when it's appropriate to release institutional data for research use and data use requirements.
    c. Another topic is the data classification scheme in relation to UW System's scheme.
    d. The next DGC meeting is March 23, 2021.