Members: Cathy Lloyd, Sarah Grimm, Jeff Karcher, Jennifer Klippel, Lee Konrad, Jeff Korab, Dan Langer, Anne Bilder, Jocelyn Milner, Scott Owczarek, Jeff Savoy, Tim Bohn, Mark Walters, John Zumbrunnun, Margaret Tennessen

Attendees: Cathy Lloyd, Sarah Grimm, Jeff Karcher, Lee Konrad, Jeff Korab, Jeff Karcher, Anne Bilder, Jeff Savoy, Mark Walters, John Zumbrunnun, Margaret Tennessen, Michelle Young, Elizabeth Simcock, Celia Braker, Britt Baker

Data Governance Council Meeting Minutes
Tuesday, October 26, 2021
8:30 – 10:00 a.m.

1. **Welcome and Review Agenda**

2. **Review/Approve Minutes from 9/28/2021**
   a. Approved

3. **Person Data Domain and Operating Committee Approval**
   a. Cathy reviewed Jocelyn's comments for the group.
   b. The council agreed that Cathy will send out the revised draft with Jocelyn's suggested changes, provide twenty-four hours to see if there are other changes, and then move forward with approval between the meetings.

4. **Data Documentation Standard Review and Feedback (Michelle Young & Elizabeth Simcock)**
   a. Elizabeth and Michelle gathered feedback from the council on three documents:
      i. An implementation statement to accompany the documentation standard, which gives some background and description to aspects that are important to the successful implementation of the standard.
      ii. The data documentation standard itself. The subcommittee previously received approval for the scope from this group.
      iii. An appendix with examples of what the standard looks like in practice.
         1. Cathy: We'll send out a revised copy with the things that have been addressed and get approval at the next meeting.

5. **Data Domain Template Status (Celia Braker)**
   a. Celia provided an update on the status of a data domain template (see slide for detail). All are in progress at various stages except *Teaching and Learning*, which has been completed.

6. **Data Template Endorsements**
   a. Cathy: We are about to release our space data to Badger Analytics (see slide for detail). We don't have the full template yet, but for now, we wanted to get your approval to post this information to our website.
      i. Approved by the council.

7. **Subcommittee Charter Endorsement Guidelines for the Use of Administrative Data in Research**
   a. John Zumbrunnen: We're trying to develop an efficient method to help stewards and trustees process requests for administrative data.
   b. Cathy: This is timely because we have quite a few people looking to leverage administrative data. It's institutional data as defined by the institutional data policy. Very broad.
      i. Do we need someone from one of the schools or is this comprehensive enough?

1. John: I would say we don't need someone from the schools at this stage. My preference would be that this group does its work and then we do some feedback-gathering with the schools as necessary.
        2. Jeff Korab: I don't think we need anyone on the medical side at this time but can get feedback down the road.
    c. The council approved the charter.

8. **Data Issue Management Report**
    a. The Data Issue Management Procedure (and Policy) went live on January 1, 2021. One of the obligations for the procedure is to provide a report to the group each month. A copy of the report can be found in each meeting folder in Box.

9. **Next Steps**
    a. The council decided that the next meeting will combine the November and December meetings due to the upcoming holidays. Will send out a Doodle poll to reschedule.