Members: Lisa Johnston, Sarah Grimm, Jeff Karcher, Lee Konrad, Jeff Korab, Anne Bilder, Allison La Tarte, Scott Owczarek, Jeffrey Savoy, Catharine DeRubeis, Margaret Tennessen, John Zumbrunnen, David Honma, James Yonker, Andrew Johnson, Jack Talaska

Attendees: Lisa Johnston, Allison La Tarte, Anne Bilder, Britt Baker, Catharine DeRubeis, Christian Schmeider, Jack Talaska, James Yonker, Jeff Karcher, Lee Konrad, Jeff Korab, Margaret Tennessen, Sarah Grimm, Tom Jordan

Data Governance Council Meeting Minutes
Tuesday, October 25, 2022
8:30-10 a.m.

1. **HIPAA compliance data governance structures at UW-Madison (Jack Talaska)**
   a. Jack Talaska presented on HIPAA at UW-Madison, protected health information (PHI), HIPAA data, HIPAA governance structure, data access, and non-compliance penalties.

2. **Extension Data Governance Program (Christian Schmieder)**
   a. Christian Schmieder (Assistant Director for Data Governance at the Division of Extension) presented on what Extension does, the type of data governed in their data governance program, and the governance structure.

3. **Prospectus on campus use of restricted core person data (gender, sex, race) (Tom Jordan)**
   a. The electronic application for undergrad admissions has started to give X as a gender value option. We don't have a campus policy about collecting or disseminating this information. Must consider consistency across systems in how we collect that information and what we use it for.
   b. Asking DGC to sponsor a group to decide whether there should be more comprehensive policy around this topic and determine appropriate scope of a policy, make recommendations about what the policy should be, and how to implement in the campus environment. Have references to peer institutions who are further down the road than we are with this.
   c. DGC approved sponsoring a group. The next steps are to draft a charter and identify possible membership.

4. **Review draft charge for working group addressing how we respond to researcher requests for institutional data**
   a. The council continued the discussion of a topic from the September meeting about the types of requests UW-Madison receives from researchers trying to obtain institutional data for research use. Lisa provided a draft charge for the working group.
      i. Are these requests falling outside IRB research? Not specific evaluation of a program, etc.
         1. There's both. Group should address both research going through IRB and research that doesn't go through it. It would also address both internal and external researchers to campus.
      ii. The institutional data policy defines business need and research is outside of that. What is the routing process for research requests? Should it all go through open records?
         1. We have a records custodian, and all requests are channeled to that office. Assess with attorneys as needed and work with the unit to make a determination on release.
         2. The university could have a separate process for researchers.
      iii. Both faculty members and students are submitting researcher requests. Working group should address both.
      iv. May want to include employee training or creation of guides for employees who handle these requests.
   b. Lisa will incorporate ideas from the discussion into another draft of the charter. Please reach out if interested in participating in the group.