**Members:** Steve Cramer, Peg Eusch, Lee Konrad, Peter Goff, Martha Kerner, John Lucas, Nancy Lynch, Jocelyn Milner, Scott Owczarek, , Patrick Sims, Umberto Tachinardi, Bob Tuner, Mark Walters, and Jason Fishbain

**Attendees:** Steve Cramer, Peg Eusch, Martha Kerner,

**Data Stewardship Council Meeting Minutes**

**Tuesday, March 22, 2016**

**8:30-10:00 AM**

1. **Review/Approve Last Meeting Minutes (Jason Fishbain)**

* The February 23, 2016 meeting were motioned and approved by the committee.

1. **Review of data.wisc.edu matrices (Jason Fishabin)**

* Due to lack of promotion and updates, the website has not had a steady traffic flow.
  + There was a spike in the website possibly due to promoting Tableau Day.
  + There is about 15-20 users per day.
  + The two pages most accessed are the ‘how to get data access’ page or the data governance page.
* All suggestions for additional website content or how website should be promoted should be sent to Jason Fishbain
* Work is being done with University Communications to have key data words that, when searched through wisc.edu, will showdata.wisc.edu as the first pop up choice for users to select.

1. **Call for Nomination – Metric Definition Working Group (Jason Fishbain)**

* Working group will be part of the OBI Project, which allows the opportunity to look at institutionalizing data definitions and how data would be reported.
  + Community of Experts is looking at how we prioritize what reports should be institutional.
  + Forming a team or a few teams that would look at how data is defined.
    - Looking at what area they should start with and who should be involved in that area.
    - Accountable for data definitions.
  + Ask the Community of Experts for their recommendations and work around their recommendation.

1. **Review/Discussion ORCID (Lee Konrad/Jason Fishbain)**

* ORCID IDs are a unique number that is used to identify researchers.
* Today, UW-Madison does not manage ORCID IDs, but if a researcher wants an ORCID ID the Libraries would facilitate the process for the researcher to obtain one.
* It had been agreed upon that Libraries should continue in stewarding the ORCID IDs; however, should include some academic staff and some administrative staff on this.
* Options are being discussed on enrolling certain groups (like researchers) in getting ORCID IDs automatically, but also allowing them the option to opt out of being automatically being enrolled in ORCID IDs.
* The Data Stewardship Council agreed to send the recommendation brought forth by the small-work team to the Data Governance Steering Committee. The recommendation:
  + Defines the research community for whom UW-Madison would batch assign ORCID ID’s (for those that don’t already have one)
  + Names the Libraries as the Stewards of ORCID IDs for UW-Madison.
  + Describes the high-level technical process that would be developed to manage the assignment of ORCID ID’s for our research community.
  + States that researchers can OPT-OUT of the process if they so choose.

1. **Review/Discuss Proposed Restricted Data Proposal (Jason Fishbain)**

* Individuals should have to meet certain criteria in order to gain access to Restricted Data.
  + One of the requirements should be that the user’s role dictates they need to report externally said restricted data or that there exists a specific business process that requires the user to have access to restricted data.
  + Having individuals’ patriciate in an appropriate training on how to handle Restricted Data properly.
    - There is a need to look at who is going to provide the training.
  + Having rules and regulations to follow that would have consequences when not followed.
    - Using ‘you may’ lose access to Restricted Data rather then using ‘you will’ lose access to Restricted Data
  + There should be an audit process to Restricted Data to make sure that those that have access to the data should have access to the data. There would be a need in drafting process of this and having the Steering Committee approve.
    - If reasoning is not provided, there is a need to look at how long before an individual loses their access when they do not meet the criteria.
    - There is a need to look at who will be managing the audits of Restricted Data.
* With all the suggestions, a policy will be drafted with this and will be presented.