![University of Wisconsin-Madison logo]

Data Governance Council
Meeting Minutes

October 22, 2019

1. Introductions
   a. Present: Catharine DeRubeis, Jeff Korab, Scott Owczarek, Nancy Lynch, Liv Goff, Bob Turner, Jeff Kirchner, Jocelyn Milner, Steve Kramer, Amanda Reese, McKinney Austin, Melissa Chan

2. Review/Approve Minutes from 7/23/19
   a. Approved with no comments from the group

3. Review/Approve Minutes from 9/24/19
   a. Approved with no comments from the group

4. Revised Draft Data Governance Council Charter (Discussion, Vote)
   a. Feedback from the last meeting as well as from individual emails has been incorporated with track changes to the document.
   b. Discussion
      i. Executive Sponsors have not yet been determined but will likely include the Provost, Vice Chancellor of Finance, plus 1 or 2 more individuals. We can proceed for now and plan to have them established before enacting policy.
   c. Further modifications:
      i. Under Executive Sponsors – bottom of pg 2: change to "Action on recommendations" instead of "approval for recommendations"
   d. Vote taken to approve submitting the updated Data Governance Council Charter to the pending Executive Sponsors.
      i. **Approved**.

5. Foundational Institutional Data Policy/Standards/Procedures (Background, Discussion, Planning)
   a. McKinney presented research on the policies of other big 10 institutions, tallied components included/not included by each of them and showed examples of each.
      i. Findings: No Big 10 institution incorporates all 8 components. UW-Madison currently implements only 1 of the components, which is limited to IT data.
      ii. Purpose of the analysis is to create a single, institutional policy at UW-Madison that includes the most pertinent of those components.
      iii. Discussion:
         1. UMich's Purpose
         2. UW-Madison does have System Administration 25-3 which we want to compare with other Universities' as well

3. Elements in our Charter should tie into our Policy
4. The group expressed support for having one complete document containing these important components and that doing so would reduce the issue of having many separate individual policies/standards that exist in various places.
5. Policy would be separate from procedures. Within the Procedures, we discussed how to lay out the Procedures so that it maintains enough flexibility to accommodate changes.

b. Reminder that DGC develops and recommends policies which can then be implemented by a governing body.

c. McKinney illustrated how our Data Governance Program Components cover the majority of the 8 policy components that the other Big 10 Universities contain as a whole.

d. Discussion on next steps:
   i. Charge an ad hoc committee containing people from this group that can engage more intensely and more frequently than the whole group would be able to as a whole. Membership should include 1-3 individuals from a variety of roles to represent all areas.
      1. Please notify McKinney of individuals you want included in the group.
   ii. Suggestion to assign a neutral party to facilitate the ad hoc committee meetings.
   iii. Goal to have the committee assembled and McKinney will draft the charge that outlines their goals to be reviewed at the next DGC meeting in November

6. Next Meeting

a. November 26, 2019 – 8:30-9:30am, Room 302 Middleton

Minutes taken by Melissa Chan