Data Governance Council
Meeting Minutes

November 26, 2019

1. Introductions
   a. Present: Sarah Grimm, Steve Cramer, Lee Conrad, Jeff Kircher, Jocelyn Milner, Bob Turner, Jeff Korab, Nancy Lynch, McKinney Austin, Melissa Chan
   b. Next meeting is in January. (No December meeting due to holiday break.)

2. Review/Approve Minutes from 10/22/19
   a. Approved by the group

3. Updates
   a. **Program and Council Charters** are awaiting approval by Executive Leadership
   b. **Membership**: In our effort for greater representation, Jennifer Klippel from Budget Office will be joining us; We are seeking a member from VCRGE; We will lose Tena Madison who will soon be taking a new role within UW-Madison; Council membership is on the website.
   c. **Data Classification Tags**: Our project to add the data classification (Public, Internal, Sensitive, or Restricted) to each Tableau dashboard was completed in early October. When clicked, the user is taken to a page that details definition, responsibilities, restrictions affiliated with each of the tags. Since implementation, users have clicked on the tags over 500 times.
   d. **UWSA Policy 1031 Revisions**: (UWSA Policy 1031 is what prompted us to revisit our Data Governance framework and roles.) They revised this Policy which replaced role descriptions with a reference to a document. We did not find out about these revisions until after their window for edits. Data Stewards did still submit feedback which was confusion around them and incorrect information. Since this wasn't in the window, we may need to push our feedback to leadership.
   e. **Steward Role Implementation**: We are finding the need to clarify definitions for each Domain definitions and what the boundaries are for each. Ex: there is a Tuition Monitoring workbook that Finance, Budget Office, and Student Financial Aid all claimed were not in their domain. We may need help from DGC to create these detailed definitions. We may also create teams to maintain a smaller number of Stewards.
   f. **IT Security Training**: Pilot will be released in January. In March we will enroll staff until the end of June in order to be eligible for the Pay Plan in January 2021. People who are new as of July 1, 2020 have 30 days to take the training and annually thereafter. Then the training will be taken down in January 2021 to be updated, and then available again for everyone to take in March 2021-June 2021, and the cycle will repeat. There will be 3 different trainings: 1 for IT Faculty and Staff (including student employees), 1 for non-IT

Faculty and Staff (including student employees), and 1 for students (who need to complete the training by the end of the semester)

   i.   They will have a PR blitz in December
   ii. You take only one of the trainings, not all 3
   iii. Jeff Kircher, Lee Conrad, Sarah Grimm and Jocelyn Milner all volunteered for their staff to take the pilot training.

4. **Data Policy Subcommittee Charge (Discussion, Vote)**
    a. On Fri 11/22, McKinney sent this draft as an attachment along with the agenda.
    b. We walked through the draft.
    c. Feedback on the Purpose:
        i.   Regarding level of granularity: McKinney will add a short paragraph under Charge explaining that intention to keep the policy high level and then identify details in the Standards and Procedures.
        ii. Our Purpose is intended to align with System's definition of Steward Roles.
    d. Feedback on Charge and Deliverables:
        i.   Good
    e. Feedback on Timeline:
        i.   Concern to have something solidified this Academic Year. Suggestion to solidify the Policy first and then work on the Standards and Procedures.
        ii. Therefore, Spring 2020 will now be the deadline for just the Policy portion, with the Standards and Procedures to follow.
    f. Feedback on Membership:
        i.   Seven members have been established to represent a range of functions.
        ii. Ed Jalinske was volunteered to be the rep for Office of Cybersecurity.
    g. Vote:
        i.   The group unanimously voted to approve the Charge, including updates McKinney will make as described in the feedback above.

5. **Data Definitions: Discussion of Governance and Roles**
    a. We will discuss this in our next meeting due to time restraint.

6. **New IT/Data Systems: Discussion of Intake, Documentation, Data Governance**
    a. We will discuss this in our next meeting due to time restraint.

Minutes taken by Melissa Chan

October 22, 2019

1. Introductions
    a. Present: Catharine DeRubeis, Jeff Korab, Scott Owczarek, Nancy Lynch, Liv Goff, Bob Turner, Jeff Kirchner, Jocelyn Milner, Steve Cramer, 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

September 24, 2019

1. Introductions

a. Present: Jeff Korab, Lee Konrad, Scott Owczarek, Bob Turner, Amanda Reese, Liv Goff on behalf of Dan Langer, Jeff Karcher, Teena Madison, McKinney Austin, Melissa Chan

b. Low attendance due to Leadership Council meeting occurring at same time

2. Review/Approve Minutes from 7/23/19

a. Not enough members for a Quorum due to a competing meeting for Leadership Council

3. Review and Discuss Draft DGC Charter

a. We submitted a vote for the Program Charter electronically so now it will be sent to Exec Sponsors for approval as well

b. Updates to this Charter were inspired by examples of other charters including the GDPR Implementation Charter with Nancy's permission from Legal Affairs

c. We discussed each section of the charter and came up with the suggestions:

Mission

Intended to reflect that data governance is ever changing and so should our actions be surrounding them.

i. Call out the importance of providing resources (funding, time, energy) was put under Exec Sponsorship and is also under page 2. Feedback to include in the mission as well.
ii. Clarify that this Council does not have the authority to make policies – only to recommend policies to Exec Sponsors who then implement
iii. Include 'compliance efforts' in sentence 2 or 3

About

i. Call out shared understanding and communication

Goals & Objectives

i. Clarify that awareness & understanding differs from training

Guiding Principles

i. Use a stronger word than 'champion' and address whether divisions can opt out. However, this is in the program charter and does not quite fit in this scope.
ii. Add consistency & accuracy next to trustworthy
iii. Address ethical responsibilities and doing no harm in the Mission and in bullet 3 or 4. If not here, then it should be called out in how to educate people.
iv. Address record retention and longevity of this group. However, this is in the Program Charter and that level of granularity is not the place for this doc.

Structure & Membership

Instead of specifically listing positions like in the original charter, this is intended to provide a more flexible description in order to accommodate evolving needs.

i. Exec Sponsors: Call out University Committee, Faculty Senate in Exec Sponsors and others as needed

Responsibilities

This explains the expectations of members and of the council as a whole. Intended to be worded flexibly.

i. No suggestions made

Subcommittees

i. No suggestions made
a. Absent members will submit or have already submitted feedback

4. Discussion of Council Membership
   a. Need to clean up the list of members. WiscList includes people who don't appropriately represent entities listed in the original charter and vice versa – is missing

representatives from some of those entities (ex: VCRGE's RSP & Research Compliance, Student Affairs, University Relations, DoIT, Budget, FP&M's Space, Housing).

a. Membership paragraph

    i. Suggestion that DG should tie into domain vs risk management, which can be further elaborated upon in the Membership paragraph. Suggestion to list each member's ability to select representatives vs listing each out rep specifically and then point to a separate document that lists each member at a given point in time.

Minutes taken by Melissa Chan