**Members:** Steve Cramer, Jeff Karcher, Lee Konrad, Peter Goff, Jan Greenberg, Alan Rubel, Nancy Lynch, Jocelyn Milner, Tena Madison, Scott Owczarek, Amanda Reese, Umberto Tachinardi, Nick Tincher, Bob Turner, Mark Walters, and Jason Fishbain

**Attendees:** Jason Fishbain, Jocelyn Milner, McKinney Austin, Nicholas Tincher, Tena Madison, Steven Cramer, Sara Grimm, Dan Langer, Bob Turner, Jeff Karcher, Umberto Tachniardi, Mark Sweet

**Data Stewardship Council Meeting Minutes**

**Tuesday, January 30, 2018**

**8:30 – 10:00 AM**

1. **Review/Approve Last Meeting Minutes (Jason Fishbain)**
* The minutes from December 19, 2017 were approved by the committee.
1. **Data Stewardship Council Membership**
* It is very important that we are cognizant of our shared governance and faculty input. Alan Rubel will be joining the committee. John Lucas asked to remove himself from this committee. John’s office was policy and procedure. Do we want to bring in someone from Communications? We have to the option to think about bringing in a role besides the Registrar’s office in the student domain enrollment management. Do we want someone from the Admissions/Financial Aid?
* The committee does not believe there is a need for someone from communications to be at every meeting. CRM is a big implementation that we haven’t had but might be good to add to a project. Could these be temporary committee members?
* We have data around Alumni and potential students and it would be beneficial to have someone on the committee for them. Jason will talk to Steve Hahn. The committee also encourages the engagement of Change Management, someone from Jenny Faust’s office.
1. **Demo/Proposal- Institutional Data Exporters (IDE’s) and Providing Access to User Community**
* There is a need for more operational level data so we are leveraging Tableau. There will be many IDE’s at some point. A lot of the fields have been cleaned up for the user. Each IDE will stand alone, but can also interact with each other. One IDE can replace multiple queries.
* We want to find an easy way to grant access to people that need it. First we need to better understand people who have access and make sure they are being trained. The idea is to take the list of users that have access to those queries and look at their job titles and start to group them. Find out why they are using the queries and what they need to do.
* Analysis of the titles would be done to find out if it makes sense for them to have access. We are trying to satisfy the majority and find those that do not fit into the bucket and let the custodian know. If their title did not make sense, we would research it and maybe add it to the approved list.
* There should be knowledge of who has access at the supervisor level. When in the hiring process it needs to be determined what they will need access to. If this is approved, we will work with those on the Retitling & Comp study.
1. **Feedback and Suggestions- Restricted Administrative Data Access Training**
* The RO office will pilot the training next week. DoIT and VCRGE office have also volunteered. The Data Governance Steering Committee will meet in March and will have the opportunity to review. Everyone needs to understand the scope. We will get opinions from the Provost with whom and how we should share this.
* Feedback/Suggestions
* One of the links in procedures is not working
* Policy- uses binary for gender. Can we use he/she?
* Imp arability- There are a few slides that need to be read aloud.
* Should a slide be included about the deletion or getting rid of data?
* Data Use policy- use “is it permissible” instead of “can you”
* During the quiz, is it possible to offer feedback right as the questions are answered?
* Fix the Data Steward link.