**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 McKinney Austin

**Attendees:** McKinney Austin, Nicholas Tincher, Nancy Lynch, Tena Madison, Lee Konrad, Jeff Korab, Bob Turner, Dan Langer, Jocelyn Milner, Steven Cramer, Catharine Deurubis, Sarah Grimm, Kimberly Arnold, Beth Martin

**Data Stewardship Council Meeting Minutes**

**Tuesday, October 23, 2018**

**8:30 – 10:00 AM**

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

* The minutes from August 21, 2018 were approved by the committee.

1. **Proposal for Learning Analytics Data Use Subcommittee**

* LADUS is an adhoc committee convened by Data Stewardship Council. The subcommittee will also report to LARC where they will receive final approval. LADUS will establish guidelines for the us of data for learning analytics as an educational practice. The guidelines will be a foundation for future policy.
* The committee thought more faculty should be involved. Kim will work with Beth on the wording around Data Stewardship Council’s role. This was tentatively approved and Kim will bring back the final document for formal approval.

1. **UW System Data Classification and Protection Policy and Procedures/ Discussion of Role and Responsibilities of Data Stewards**

* The Board of Regents passed regent policy document 25-5. Four policies have been approved and many more are in draft form. This meeting focused on 10-31, Data Classification and Protection. Bob Turner is currently leading a group to get in line and in compliance. We are currently being audited on 10-30, 10-31, 10-32, and 10-33. We have been reviewing the policy and procedures and the landscape of what we currently have and what we need to do.
* McKinney presented a PowerPoint to the committee that can be found in the BOX folder. To align with SYS 10-31, we need to define domains, define the steward role, ensure data steward assignments are made, review classification policy we have, and reconcile existing policies with new. There is some confusion on who controls what data. What do we really own or control? Other Universities have lists of who has responsibilities with what data. We need to draft a policy that meets these requirements then go back and see what we need to clean up.
* The committee suggested that we define the period of time that will be needed and share that. At the next meeting the committee will focus on the domains and stewards. Then we can decide if we want multiple or single role.