**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, Lee Konrad, Jeff Korab, Bob Turner, Jocelyn Milner, Steven Cramer, Catharine Deurubis, Sarah Grimm, Amanda Reese, Jeff Karcher, Scott Owczarek

**Data Stewardship Council Meeting Minutes**

**Tuesday, November 27, 2018**

**8:30 – 10:00 AM**

1. **Review/Approve Last Meeting Minutes (McKinney Austin)**

* The minutes from October 23, 2018 were approved by the committee.
* Our next scheduled meeting is being cancelled due to Christmas.
* The second agenda topic (Follow-up on Proposed Learning Analytics Data Use Subcommittee) is being postponed due to conflicts.

1. **Continued Discussion on UW System Admin Policy 1031 Implementation**

* The discussion on UW System Admin Policy 1031 was continued. McKinney presented a PowerPoint to the committee.
* The committee requested information on what other schools were doing. Examples of three schools were included in the presentation. We need to decide how many domains and systems we want. We need to do what makes sense for us based on our structure, data systems, and our constraints. Some terminology would need to be cleaned up.
* It was suggested to leave it to the trustee to assign stewards. Some domains will be a lot larger with a lot to do while others may not have as much work with other domains.
* McKinney will put a proposal in front of DSC in advance of next meeting. Huron created a list of operational systems. This will be used as a starting point.

The proposal will include:

* A summary of relevant UWSA policy requirements
* A summary of how we will meet those requirements (structure, roles)
* Definitions of Data Trustee and Data Steward
* Starting set of systems and Data Trustees

1. **General Discussion of Data Management Plans**

* McKinney wanted to get a better understanding of the Data Management Plans. What is out there and what has been approved? Do we want to keep using this?
* The committee likes the use of the data management plans. They help to tie people systems and understanding who the data stewards/custodians are. The template could be revised if needed.
* We can tell from the Data Management plans what the summary and background is, but we need to understand what it is. An inventory or catalog of data elements and then add the data management plans and this will start to make more sense.
* McKinney asked the committee to send him examples of other Data Management Plan formats.