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

**Attendees:** Jason Fishbain, Scott Owczarek, Steven Cramer, Jocelyn Milner, Nicholas Tincher, Bob Turner, Mark Walters, Jan Greenberg, Umberto Tachinardi

**Data Stewardship Council Meeting Minutes**

**Wednesday, November 29, 2017**

**8:30 – 10:00 AM**

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

* The minutes from October 24, 2017 were approved by the committee.

1. **Review of Stewardship/Custodianship of InfoAccess Tables**

* The custodian of the data has always been identified, but no the steward. The goal is to add this to the excel spreadsheet. The role that decides requirements around getting access is the steward. How are we documenting this and making it a little more formal? **ACTION:** Send document to those in this group for updates.

1. **Discussion of Future Data Warehouse Architect**

* There is a discussion on how we bring data into InfoAccess to do analysis more efficiently and allow more flexibility.
* Today, multiple views are being created that are duplicated. There is overlap in the data they contain. The new architecture will eliminate this. We want to be able to bring the table from source systems as they exist and not bring business logic along with them. The advantage is, we won’t lose the ability to grab source data as it exists and makes this more consistent for end users. We are trying to rebuild so it all makes sense. This will be provided to groups to do their analysis.
* How we want to bring data in, will help provide consistency. Implementing the Data Dictionary to identify and document how they have been transformed and what they look like now.
* As we do this, we should be thinking about the ability to do this like control data access at the layer. We want to make sure we create the ability to allow role base access for when we go to an institution.

1. **Review of Restricted Admin Data Training Material**

* Jason and Kayla have been working with a team from DoIT to create the Restricted Administrative Data training. We wanted to keep it short and painless. The goal is to have this go live by the end of January 2018.
* The committee reviewed the storyboard and suggested a few edits. Jason and Kayla will work with the team to make these changes.
* Nicholas Tincher and Jan Greenberg offered to pilot the training before this is rolled out across campus.