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

**Attendees:** McKinney Austin, Amanda Reese, Tom Jordan, Nancy Lynch, Scott Owczarek, Nicholas Tincher, Jocelyn Milner, Steven Cramer, Jeff Karcher, Elizabeth Harris, Brian McNurlen, Mark Walters

**Data Stewardship Council Meeting Minutes**

**Tuesday, February 26, 2019**

**8:30 – 10:00 AM**

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

* The minutes from January 22, 2019 were approved by the committee.
* Data Governance Structure- We were working on naming trustees and stewards. McKinney has been able to meet with a few more people. Right now, we have 7 domains with trustees and 13 domains total.
* Query Library will be turned off in 3 days. Office hours were offered. Everything has been moved over and we are ready to go.
* The ad hoc tool desktop Hyperion will be going out of service on 3/1. This can still be used but will not be supported.

1. **Interoperability (Tom Jordan)**

* Tom Jordan from DoIT Interoperability and System Integration team presented a PowerPoint to DSC. This was charged by Lois. The project standpoint to build over the year. This is the expected direction, external validation, campus presentations, Lois approval, final report, program area.
* We will start to outline the direction, resource estimation and recommendations for Lois. Spring break is the timeframe.
* If you have any questions or feedback, please send to [it-interop@lists.wisc.edu](mailto:it-interop@lists.wisc.edu).

1. **Data Quality Program**

* This has been on the Data Governance radar for a long time. Up to this point we still haven’t taken any steps to move towards developing something.
* ODMAS recently implemented a ticketing system to intake issues and track them. There is a central place to raise data quality issues and log/track/attempt to resolve. The form would be available on the webpage and other places such as Tableau viz’s or RADAR. Several things will be submitted that will not be considered data quality issues, but we can still offer some support. Warehouse process’ and maintenance issues will be routed to our office.
* BICoE has broken into subgroups. There is an option to bring questions to them after they have taken to the data steward. A wide-open form will be difficult. This will take a lot of experience before we get running well. Ethnicity data quality issues will be a large part of this.
* This would also inform the direction offices would take for user support and training. The more tickets we get will help us know where to educate. The idea is to have a soft rollout to BICoE and frame as a pilot. The committee agreed to this and think it is a great idea.

1. **Data Management Plan Template Revision**

* We are trying to find Data Management plans at other Universities, but they are all relating to research. Did not find any relating to the Administrative data realm. We will need to create our own. Some things to add will include domain, trustee, and steward. Integrations will other systems? How integrations and feeds will be working? Rules and governance being applied? How will this tie into the new IT Projects submission? When they are data related, do they need to supply a data management plan? We will come back to this at a later meeting.

1. **Data Management Plan- D2L & Moodle (Elizabeth Harris &Brian McNurlen)**

* There was a retirement 6-month retention period. We have reached that with D2L. There is no cost to keep it. The data will still be in the system, so it will still be available. There were very few requests after we turned off access. We have attended 7 other governance boards to get feedback on this. There were not any concerns.