**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:** Scott Owczarek, Umberto Tachinardi, Bob Turner, Mark Walters, Lee Konrad, Clare Huhn, Dan Langer and Jason Fishbain

**Data Stewardship Council Meeting Minutes**

**Tuesday, March 27, 2018**

**8:30 – 10:00 AM**

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

* The minutes from February 27, 2018 were approved by the committee.

1. **Review and Discuss Admin Data Access Policy and Procedures**

* Policy
* We have defined the stewards for broad functional domains. To get access to different risk classifications of data within those domains, the steward is responsible. This falls in line with where we want to go with the Risk Management Framework by naming people accountable for systems. Are these too broad? We can get more granular later on. That proposal would need to come through this group.
* A steward needs to be defined for LMS. This would become a new domain. The Student Digital Ecosystem will need to have a conversation around the different domains.
* Procurement data will need to be in there eventually. This will be one hub from data perspective. We can integrate with role base access.
* The committee suggested that Statement 1 needs to include the academic structure and financial aid. The Risk Management Framework should also be a part of this.
* Procedures
* There should be four segments for data classification and groups should be created for each one. If someone has access to restricted data then they will have access to all reports that have that type of data. Rather than granting access on view by view basis, we are doing it based off of risk classification domain. If multiple types of data are in the view, then both stewards will need to approve of this.
* Jason proposed creating a method to review new products and decide which are the appropriate groups to have access. A working group should get together every so often to review. The initial membership of this group is created as we start to migrate off of the query library.
* As we start to build out Data Cookbook, we could use that to create the workflow. When someone requests access to something, the steward and supervisor will need to approve.
* Next Steps: as we are rolling out the Tableau environment and rearchitecting things in the Data Warehouse, we should start to follow this and implement.
* There will be more people coming to DSC to say they are the steward and we need to figure out how it fits into this structure. We will start to set up the environment to implement and have stewards start to review. Have to have all of this in place to grant access with the retirement of the query library.
* General principles on what would trigger the creation of a new domain, need to be created as well.

1. **Review and Discuss Data Analytics Strategic Plan**

* This group has weighed in on the high-level goals. Jason review the timeframe with the committee. Time and priorities can be tweaked and changed as we go along. There was not anyone championing the concept of bringing in CourseLeaf data into our data warehouse. This will be added.
* UW System will align with this. They would also like one data warehouse.
* We will continue to gather feedback and comments until July 1, 2018.

1. **Other**

* The Division of Student Life requested to add student data and employee data, so it is preloaded with race/ethnicity. Should this be brought to DSC? The committee would like to have a high-level conversation and bring this together in a case study. System controls need to be a large part of the conversation.