**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:** Nicholas Tincher, Bob Turner, Steve J Devoti, Alan Rubel, Scott Owczarek, Umberto Tachinardi, Diane Balawoski, Sara Grimm

**Data Stewardship Council Meeting Minutes**

**Tuesday, April 24, 2018**

**8:30 – 10:00 AM**

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

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

1. **Data Management Plan: Course Proposal/Course Learning Outcomes Data**

* The committee discussed the Lumen Course Proposal System. This creates the SIS course catalog data. End users enter their information which works through the approval workflow process. The data that flows through SIS course catalog is considered SIS data. Other data will be used to track course proposals. Need to determine the true group of people responsible for this data. APIR will be the stewards.
* We need to make sure we are maintaining the data in a good fashion and determine who gets access. This data is publicly available and could flow a number of different places. The source will be the Lumen System. The only piece of data that won’t go to SIS is learning outcomes.
* The goal is API structure built would flow down to all of these. SIS is the source of truth. There is a more rigorous review process with governance. There needs to be actual learning outcomes. Who is making the decisions that they are good learning outcomes? Administrative crews are making sure they meet and align with the program outcomes as well.
* The DSC committee does not have objections. This will move forward.

1. **Draft Policy: Student Data Integration**

* Steve Devoti spoke about access to information and how systems interact with it. Need to make sure we can expose data to various systems across campus that need it. We are working to try to get data policy around these systems. How do we get to all of these systems that have student data flowing into them? ESB current state needs some revolution.
* Steve is looking for support in this general direction. This policy should be endorsed here. There will be some impacts on other governance processes. SASS software all requires student information. The 9.2 upgrade would be a lot easier if we did not have so many different systems.
* Well defined user face processes CAOS model has served us well. The new model very briefly, is we detect changes in the SIS. We do not have infrastructure to get data back into the SIS, so we want to change this.
* A set of principles are not really strong enough. Jason would like to talk about this as a policy. If the committee approves, we would have to associate with various TAG’s and figure out how to integrate this. AT and the RO would like to work on SIS final grading. There are a lot of complexities. Somethings are wanted on the list, so we can leverage. Admissions should be added to the list.
* Rolling out Restricted Administrative Data Access training is another step. Procurement will be assessed separately. Conversation needs to be had with IT Governance. Applications are going to have to change because of the 9.2 upgrade so this is perfect timing. At the same time, there will be work happening on the Data Warehouse as well.
* This concept will apply to other systems as well. The immediate need is for SIS. This will apply to canvas, HR, and SFS eventually. This enables what we want to do to take these next steps. DSC have approved moving in this direction.