**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:** Jason Fishbain, Sarah Grimm, Lee Konrad, Mark Walters, Jocelyn Milner, Nicholas Tincher, Nancy Lynch, Dan Langer, Bob Turner, Jon Orum, Mo Bishof, Steven Cramer, Scott Owczarek

**Data Stewardship Council Meeting Minutes**

**Tuesday, May 22, 2018**

**8:30 – 10:00 AM**

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

* The minutes from April 24, 2018 were approved by the committee.

1. **Data Management Plan: Course Survey Data**

* What are the key components or specific data elements? Courses and programs. The data is being collected through AEFIS at the course and program levels. We are piloting an effort around Lumen course syllabi. Much of the data coming, was fed through other systems. This is an area we are still working on and in development. There are 600 course sections that have submitted syllabi through AEFIS.
* We need to think about how we are going to use the data and look at the quality and accuracy. This is new to us but needed. We can’t collect the data until understanding the learning outcomes and how courses are connected to this.
* More conversations need to be had. We need to work on the workflow and process.
* The committee suggested adding to the graphic on page three. Courseleaf needs to be added. Unofficial outcomes need a lot of work. A process needs to be set in place to archive and store in a single location. We don’t want to create another version of the truth. Steven Cramer and Mo Bischof would be the stewards of this.
* Some adjustments will be made to this plan. Preferred timing, when it fits back into their schedule.

1. **Discuss: Access to Student Data, DCS**

* The Registrar’s office gets numerous requests for data dumps.
* With the SIS 9.2 Upgrade, the RO is looking to reevaluate with partners across campus on how they get student data. There is a resource constraint. The RO is being asked to create flat files and keep track of them. A policy needs to be created to help the RO wrap their arms around this data that is flying around everywhere.
* A policy document has been created on how to access student data. The committee approved the socialization of this document. The TAG’s have looked at it and want it to go through procurement. Once that is finished, we will bring it back to this group and then to the steering committee.