**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:** Jocelyn Milner, Scott Owczarek, Lee Konrad, Steven Cramer, Amanda Reese, Jeff Korab, Jeff Karcher, Sarah Grimm, Tena Madison, Mark Walters, Dan Langer, Beth Martin, Kimberly Arnold, McKinney Austin

**Data Stewardship Council Meeting Minutes**

**Tuesday, May 28, 2019**

**8:30 – 10:00 AM**

1. **Review/Approve Last Meeting Minutes & Updates (McKinney Austin)**
* The minutes from February 26, 2019 were approved by the committee.
1. **Learning Analytics Data Use Guiding Principles Approval Request**
* LADUS is a subcommittee that was charged by DSC in November. They have done their work and we now have guiding principles. In December they held listening sessions and received endorsement from LARK and the Learning Analytics Roadmap Committee.
* Kim and Beth shared a presentation with the committee talking about what is in or out of scope and the roles and responsibilities of stakeholders.
* The Learning Analytics Data Use Guiding Principles were approved by DSC with the addition of understanding FERPA. This work is very appreciated by the DSC.
1. **Data Governance Updates and Developments**
* Classification and Responsibilities of the Steward Role
* When you visit data.wisc.edu, click on the Data Governance Tab then Data Stewards.
* In January we locked down the framework. At the March meeting we identified the domains and trustees.
* Progress of Implementing Steward Role- Kickoff meeting was held in April. Got everyone on the same page and decided where we wanted to go. Hopefully once we make progress we won’t have to meet so often.
* Classification Rationale Worksheet- How data in that domain specifically gets classified. Would also like examples of what is classified and how. Need to standardize these.
* Open Records Requests- What is being shared? The group has been talking about this. There are some things that we would like to make internal. Stewards will not make the decision whether something can be shared or not.
* Where do we have information gaps and support needs for the stewards? Identify where we have potential overlapping points of contact. With the SIS 9.2 Upgrade there have been many systems identified.
* Steward Handbook- Everything we have right now has been assembled. This document will continue to grow. This will show the stewards what they need to do. There will be a few more meetings before we can get some standardization. Very happy with the progress that has been made so far.
* Update on Data Cookbook
* This is a cloud-based software that is used for storing information and documentation of data products and where we document data definitions. This is what feeds into RADAR (more polished interface to find data products). All the actual work in Cookbook was done in our office.
* The data stewards have been added to Cookbook and created a Workflow (we weren’t using to this point). A Tableau Developer finishes a workbook and wants to publish. They will submit a form with documentation that will come to our office to check that it meets the standard. Once approved, an email will be sent to the steward. They can approve it and sign its application, then it will be added to RADAR. This will replace ADAWG. At some point this will be more than Tableau workbook approvals.
* Update- Review and Revision
* Need to revisit and review
* Data Governance Program Charter
* Policies
* Procedures
* Other Content
* Clean up Terminology, roles, and framework
* Need to consider if other revisions make sense
* Developments in data governance
* Developments in analytics
* Interoperability
* Administrative transformation
1. **Data-related Training Updates and Discussion**
* Restricted Administrative Data Training
* Developed by the CDO
* One of the earliest Canvas Trainings
* FERPA Training
* Developed by the RO
* Ready to go
* Security Awareness Training
* Developed by Cybersecurity
* Has section on protecting and handling data
* Content includes data classification scheme and guidelines on handling, protection, and storage of data in the different classifications.
* Thoughts and opinions? Not sure that an annual training is the best way to do this. I think it is more helpful to have this at the point of consumption, for example a Tableau workbook.
* Is there an option to make the Cybersecurity training into something more modular instead of going through the full 1-hour training? Things that fall into the Data Management area should not be duplicated. This should be a joint discussion.
* DSC would like to push for modules. In terms of resources there is an agreement that we do not have a great set-up when it comes to trainings.