**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, Bob Turner, Jeff Karcher, Cathy Lloyd, Jeff Korab, Steven Cramer, Sarah Grimm, Tena Madison, Mark Walters, McKinney Austin

**Data Stewardship Council Meeting Minutes**

**Tuesday, June 25, 2019**

**8:30 – 10:00 AM**

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

* Minutes could not be approved because one short of quorum.

1. **Data Governance Discussion with CDO**

* This is a conversation for Cathy to see where we are, where we have been, what’s working and what hasn’t been working. This is Cathy’s first time working in an institution with an active Data Governance Council. It is helpful for her to understand how we are engaging. How did you get involved?
* Jeff Korab- UW-Health has their own data governance. It is great to have experience from both. It would be nice to have a little more defined data governance along Learning Analytics.
* Sarah Grimm- Records Officer for Madison campus and soon, Extensions. I work with a group around campus to write schedules. The intersection between records management is moving towards information governance. This is very tightly integrated. We are figuring out what systems exist. Do we need to look at record schedules again? This group exchanges ideas and to figure out where our two mesh is a huge benefit.
* Tena Madison- The decentralized nature makes it hard for us to leverage business intelligence. Hopeful to move towards a place where we can be rid of decentralization. Working closely on gender and identity data and being conscious of the harm it could do.
* Steven Cramer- Working on Learning Analytics is highly dependent on data. The challenge with governance policies is awareness. We need to continue to march forward and accelerate the pace if we can, to raise awareness and limit leakage to the extent possible. There needs to be a shared understanding that governance is a good thing. In the framework, we can accomplish things together.
* Mark Walters- A lot of people want to access the data and building queries everywhere. How do we control the access to all that information? HRS unit that is beginning to help internal controls. A lot of work still needs to be done.
* Jocelyn Milner- APIR serves administrators and institutional needs. The data integrity program and the pressure for training and researchers wanting data, created the recommendation for the Chief Data Officer. We now have systematic ways to document and priorities for building tools. This makes data an important piece of IT Systems. What happens with the data becomes an actual planning piece for IT Systems. The partnership has been great.
* Bob Turner- If I had my way, we would know where all our data and where it is and know the relative value of the data. Who really owns the data and where do you need to go to get access to the data?
* Jeff Karcher- My position was structured into the charter. We have our own issues within our unit. General risk management perspective is to help evaluate risk. Also, a member of Compliance Network Meeting.

1. **Data Governance Program Component Ideas Discussion**

* We have made it through some significant work. The data steward and trustee have been defined. Now we need to make some adjustments. As we are looking at clean up, we need to do, we must look higher and longer. What does the future steady state of data governance look like? How can we apply the DAMA Framework to what we have?
* Start with data governance program charter. Look at our roadmap and what components are. McKinney would like to go through the document and talk about each component and where we are.
* Records Retention aspect was not caught here. Data architecture coordination is listed, but not data architecture. What is the linkage to data governance? How does the knowledge get passed down? Records Management will be integrated. Sarah Grimm would like to review DAMA Framework.
* What is the critical path to functionality? First steps are reconstituting the framework and work on the roadmap. Some of these will be forced by ATP. We hope to leverage some of the big projects that are going on. This will generate some benefits for the overall data governance program.
* A foundational policy will be needed early on. What we have, needs to be revisited. We will sort through 1-2 foundational policies and then re-group. Policy happens at the steering committee. Procedures happen at DSC.
* We have set up a lot of systems that don’t have error checks on the data side. It’s very inconsistent. There is a large gap in training. People are putting in data that do not realize that impacts our national data/reputation.
* It would be helpful to have feedback on this document. Please send any comments to McKinney before the next meeting.

1. **Preliminary Review of Existing Data Governance Program Charter**

* This charter has not been reviewed since September 2015. McKinney would like to look through this as a group and see what we can keep and what needs to be changed or re-opened for discussion.
* Differing data types- No research but does not include local data. Course Learning data should not be considered local data.
* The guiding principles needs to match where the group wants to go.
* Roles and responsibilities need to be revised. This is not the direction we are going.
* Functions will need minimal tweaking.
* The steward and trustee roles need to be added. Do we need an additional technical role? A role to verify that the right controls are in place. Would this be function instead of a role?