**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, Jeff Shokler, Scott Owczarek, McKinney Austin, Nancy Lynch, Alan Rubel, Sarah Grimm, Mark Walters, Tena Madison, Steven Cramer

**Data Stewardship Council Meeting Minutes**

**Tuesday, July 24, 2018**

**8:30 – 10:00 AM**

1. **Review/Approve Last Meeting Minutes (Jason Fishbain)**
* The minutes from May 22, 2018 were approved by the committee.
1. **Demo: RADAR**
* Repository for Administrative Dashboards and Reports was the name decided on by multiple groups and approved by Jason and Laurent. This index contains our institutional analytical products, dashboards, and reports.
* With Tableau you are only able to see what you have access to. With RADAR you will see everything that is available and can request access if needed. When you click on request access, it will send an email to the steward of that data.
* The glossary is another way to explore if you are looking for a particular dashboard or report.
* McKinney is trying to collect feedback on what is useful and what is not. Eventually there will be a more automated process for requesting access. If your offices have something to add, please contact McKinney or Jason.
* The Query Library is going away in December. The Tableau workbooks will be taking over the queries.
1. **Data Management Plan: Career Services, Handshake**
* Jeff Shokler proposed the Data Management Plan for Career Services, Handshake. The goal is to get to one enterprise system instead of 8. There is a lot better sense of career services data now.
* We have robust student profiles, outcomes, job searches. There is also a robust analytics and reporting tool. Should the Registrar’s Office be the steward of this data?
* Career services has been very decentralized. This should be more centrally supported and coordinated. We are taking steps towards that.
* Whoever the stewards are, will need to facilitate a meeting to talk through what needs to be done. Some recommended practice on recommending a request needs to be developed. A few positions have been hired to help with resources.
* How much data are we collecting? Are we collecting long-term? In a month, we have almost 7,000 employers in the system. Almost 3000 students created profiles over the summer. There are close to 10,000 jobs that are almost approved.
* There are a lot of complexities on who needs to be involved. To start, undergrad can be the facilitator, and this can change over time if need be. Need to think about the management of data.
1. **Update: Restricted Administrative Data Access Training**
* SOHE is going to start piloting soon. DoIT At is starting their work on the FERPA training. The goal is to take both of them to the UC in the fall and then back to the Data Governance Steering team. They will be rolling out shortly after approval.