**Members:** Steve Cramer, Jeff Karcher, Lee Konrad, Peter Goff, Jan Greenberg, , John Lucas, Nancy Lynch, Jocelyn Milner, Tena Madison, Scott Owczarek, Amanda Reese, Umberto Tachinardi, Nick Tincher, Bob Turner, Mark Walters, and Jason Fishbain

**Attendees:** Jason Fishbain, Clare Huhn, Scott Owczarek, Tena Madison, Steven Cramer, Jocelyn Milner, Nicholas Tincher, Bob Turner

**Data Stewardship Council Meeting Minutes**

**Tuesday, October 24, 2017**

**8:30 – 10:00 AM**

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

* The minutes from August 22, 2017 were approved by the committee.

1. **Draft Data Management Plan for LMS Data**

* A data management plan for LMS data was created and proposed to retain data for 6 months. This plan was shared with many governance groups and professional schools with compliance needs. There were no functional issues. Faculty and staff need to have their data out before the retirement of the LMS.
* Bob Turner requested that Stefan Wahe be added to the list of people that need to be involved with decommissioning the server.
* A communication will go out that will talk about how faculty should consider any incompletes they have and how they want to take care of it. A communication will also go out to students.
* The committee approved moving forward with this initiative.

1. **Gender & Race Ethnicity Data Element Discussion**

* Clare Huhn brought this topic to this meeting so DSC could provide guidance around using race ethnicity data. She presented a PowerPoint to the committee.
* DIG is recommending that race/ethnicity be removed from most data views and that we move to the new federal algorithm. Access to race/ethnicity is provided after justifying appropriate use guidelines provided at authorization.
* The appropriate use will be written by a working group of DSC and then will need to be reviewed and approved by the full committee.
* The committee approved the first two proposals be done first.
* 1. Remove race/ethnicity related fields from views and implement new view.
* 2. Move to “new” federal methodology for aggregation to single value.

1. **Recommendations for Research Data Stewardship Policy**

* A sub-committee sponsored by RTAG is currently looking at policies that exist today around research and we are asking for feedback on the recommendations that have been created.
* There are a lot of questions around clarity in this policy. Due to so many differences, this was done on purpose. The intention of the policy is to suggest researchers and departments should think about these things. The institution should provide an infrastructure or framework for departments to look at.
* Recommendations should be sent to Nick by mid-November so they can be incorporated in this document.

1. **Update on Office of Data Management & Analytics**

* The DMA office is official. We are located on the 7th floor of Medical Science building (1300 University Ave.).
* This department includes the Info Access team, McKinney Austin, and Kayla Melland. The search for a new BI Developer will begin shortly.

1. **Update on UWRAP Project and BI Direction for UW-Madison**

* The System has made the decision to replace Hyperion with a set Oracle tools. This is an issue for Madison as we have a very different environment and requirements.
* We have proposed, and received approval, to use Tableau. We are also piloting a new query tool called Toad Data Point. If everything works, we would make the recommendation to purpose this tools across campus. The queries in HR that are shared in System will be repurposed by them.
* The long-term goal is to have a large data warehouse that has all UW-Madison data in one area that works together. The hope is to send all users to one place eventually.