**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:** Steve Cramer, Jeff Karcher, Jan Greenberg, Lee Konrad, Nancy Lynch, Tena Madison, Jocelyn Milner, Scott Owczarek, Amanda Reese, Nick Tincher, Mark Walters, and Jason Fishbain

**Guest:** Brain McNurlen, Elizabeth Harris, and Michelle Young

**Data Stewardship Council Meeting Minutes**

**Tuesday, August 22, 2017**

**8:30 – 10:00 AM**

1. **Review/Approve Last Meeting Minutes (Jason Fishbain)**
* The May 23, 2017 meeting minutes were motioned and approved by the committee.
1. **Discussion of LMS data (Brian McNurlen/Elizabeth Harris)**
* There is a need to discuss how student data are transitioning over to the new LMS with Moodle being retired over and looking at what the record detention of this data are.
* Project proposal on looking what to do with the old data and the new data that will be coming in from the new LMS.
* There are three types of data in the LMS: (There will be a need to define what Student Records are.)
	+ Student Submitted and/or Generated content
	+ Course Contact (faculty intellectual property)
	+ Click Data
* **The Data Stewardship Council recommended the student submitted / generated content should be granted a one-time exemption from the retention policy with the following caveats:**
	+ **The Project team should gather input / advice from Associate Deans, UPC and UC.**
	+ **Students and faculty should be informed of this exemption to the policy**
	+ **There is a need to make sure this exemption effort does not conflict with State, UW-System and / or other Legislative policies.**
* **An outlined plan will be brought to the next Data Stewardship Council meeting.**
* **The Data Stewardship Council accepts supporting this effort as it moves forward**.
1. **Discussion and Approval of the Sole Source of Academic Structure (Michelle Young/Jocelyn Milner)**
* Was presented at the April Data Stewardship Council meeting.
* Looking to have access to this as common information throughout the academic structure.
* Collaborating with the AFIS on creating a guide and implementation plan to this system.
* **The Data Stewardship Council accepts to endorse the Single Source of Truth of this data.**
	+ The Data Stewardship Council suggest that this be taken to the following committees:
		- IT Governance Groups(DTAG, IAG, and TLTAG) – DTAG would be the group to help in the implementation of this plan.
		- Academic Council
		- GFG
		- Assistant Deans Committee.
1. **For information – Efforts of RTAG regarding Stewardship Research Data (Jason Fishbain)**
* RTAG is looking at the researchers need in changing the Research Policy that around Research Data Retention Policy.
* RTAG is creating a working group, which will provide the following recommendations.
	+ On how to improve the policy
	+ On updating the Scope
	+ Recommendations around improving privacy policy.
	+ Looking at who is financially responsible about access to the data.
* Working group will need to make sure to align with federal requirements.
* Jason Fishbain in on this working group and plan to have this working group bring updates on progress on this effort to allow the Data Stewardship Council to weigh in on reccomendations.