**Members: Members:** Steve Cramer, Peg Eusch, Lee Konrad, Peter Goff, Jan Greenberg, Martha Kerner, John Lucas, Nancy Lynch, Jocelyn Milner, Tena Madison, Scott Owczarek, Umberto Tachinardi, Bob Tuner, Mark Walters, and Jason Fishbain

**Attendees:** Jan Greenberg, Martha Kerner, Lee Konrad, Tena Madison, Jocelyn Milner, and Scott Owczarek

**Guest:** Stefan Wahe, Jeff Armstrong, and Jeremy Traska

**Data Stewardship Council Meeting Minutes**

**Tuesday, June 28, 2016**

**8:30 – 10:00 AM**

1. **Review/Approve Last Meeting Minutes (Scott Owczarek)**

* The May 24, 2016 meeting minutes were motioned and approved by the committee.

1. **Update on ORCID (Lee Konrad)**

* Steering Committee has approved the ORCID
* Policies around ORCID are still being configured.
* Exploring options about campaigning ORCID throughout campus.
  + Fall would be the best time to campaign
* CIC is looking at other uses of the ORCID and how to utilize ORCID fully on campus.
  + Looking at collaboration for practice throughout the CIC.
* For ORCID, there is a need for the Data Stewardship Council to look at where the ORCID should be stored at.

1. **Discussion/Updates on Changes to Student Directory Information (Scott Owczarek/Jeff Armstrong)**

* Looking at what we classify as appropriate data to share in the Student Directory
* FERPA protects Students Directory Data and states that the university can classify what data can be given out.
  + Ex. Name, Postal Address, Telephone Number, Emails, DOB, Major Field, Attendance Status, Degrees, Previous Educations, parotic activities, and parotic athletics (height and weight)
* There is a need to increase the clarification on what information can be given out without student consent
  + As of now, DOB can be given out to just about anyone and there is a need to look at having a procedure on who gets these data elements.
    - Clearing House needs another data element to validate degree with DOB to identify a student.
    - Bulk DOB requests do not usually go through.
* Looking to add to the Directory:
  + Addresses
  + Degree Statues – Degree achieved or a degree is being pursued.
  + Enrollment Statues – Enrollment, Credit Load, and Class Year
* Official activities as of now is Varsity Athletics. There could be an argument that Student Organization could be part of activities.
* Looking to be open and exclusive on requests and to be restricted on certain aspects of Sensitive Data, like DOB.
* University Policy is that we MUST release Directory Information that we have defined and that we cannot ask the purpose for the data is.
* The next step for the suggested changes:
  + Involve Nancy Lynch on proceeding forward.
  + Looking through the Risk Management on each of the data elements through Cybersecurity.
  + Socialization needs to take place before fully moving forward.
  + Final Step – Bring this to the Data Stewardship Council to approve to have it recommended to the Steering Committee to approve.

1. **Discussion on Training Procedures for Restricted Data Access (Scott Owczarek)**

* Registrar’s Office is looking to set up a FERPA Training.
* Goal is to have an over-arching Restricted Data Training and departments could have other training requirements.
  + The committee recommended that individuals should score at least a 90% on training.
  + Looking at having a more centralized training.
  + Looking at having training available online and having in person training available upon request.
  + Looking at renewal of training. Council believes 12months is a good bench mark for renewal.
  + There would need to look at overlap and redundancy with other trainings on campus, like Researcher’s Training.
  + The Data Stewardship Council would need to make sure that training is consistently checked to be up to date.
  + Looking at who needs to know when an individual loses access to Restricted Data. Should be the Supervisor, Data Stewardship Council, etc.
  + Updates to this document should be brought to the July meeting.