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

**Attendees:** Peg Eusch, Jeff Karcher, Lee Konrad, Jocelyn Milner, Scott Owczarek, Rick Konopacki, Nick Tincher, Mark Walters

**Data Stewardship Council Meeting Minutes**

**Tuesday, March 28, 2017**

**8:30 – 10:00 AM**

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

* The January 24, 2017 meeting were motioned and approved by the committee.

1. **Review/approve data management plan for admission data (Jason Fishbain)**

* Since we have an institutional responsibility to report on some of the demographics of our applicants and students, and a need for this information for key operations, a small sub-team of cross-institutional staff sponsored by the Vice Provost for Enrollment Management and the University Registrar has undertaken an effort to create a management plan to better manage specific pieces of information of our applicants and students.
* Important for local Admissions offices to understand how they must align to our institution responsibility to collect and manage this data.
* For Race/Ethnicity, there is a time pressure to take this to the Steering Council to approve of it, so the Admissions Offices can start to develop an implementation plan.
* Records Management is on board with this, but would like to see the consistency of the data being collected and the details of the plan to collect the data.
* Looking at having Middleware more involved with this to help with people who have multiple identities and having them combine them.
* The Data Custodian of this data would be the Office of the Registrar and International Student Services, and they would be responsible in reporting back to the Data Stewardship Council.
* The Data Stewardship Council approves for this plan to move forward to the Steering Council with the following changes made.
  + Change the sumary of plan to reflect and focus on the need to collect data for federal needs.
  + State that the Data Stewardship Council endorse of the plan and recognize the work of those that created the plan.
  + Providing more background around Race and Gender.
* Jason Fishbain will make needed changes to plan and will email out for council to approve and will then take plan to the Steering Council.

1. **Review/Approve proposal for Restricted Admin data/FERPA Training (Jason Fishbain)**

* Looking to start implementing training to have people take training to get access to Restricted Admin data.
* Registrar’s Office, Cybersecurity, Office of Compliance and PCI are working on a proposal to implement various mandatory employee trainings.
* Looking at the way training is implemented and tracking.
  + The Registrar’s office has the budget for the FERPA training and will fund this effort
* Making sure the campus is aligning on training on getting access to data.
* The Data Stewardship Council will eventually look at assisting to eliminate overlapping contact within training.
* The Data Stewardship Council approves of the proposal to proceed in moving forward.

1. **Discussion on what data elements constitute the official UW-Madison student record**

* The Council recommends looking at creating a working group that would include Scott Owczarek, Peg Eusch, Steve Cramer and some faculty.