**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, Jan Greenberg, Martha Kerner, Nancy Lynch, Tena Madison, Scott Owczarek, Umberto Tachinardi, Nick Tincher, Bob Turner, Mark Walters, and Jason Fishbain

**Guest:** Derek Kindle and John Dreger

**Data Stewardship Council Meeting Minutes**

**Tuesday, May 23, 2017**

**8:30 – 10:00 AM**

1. **Review/Approve Last Meeting Minutes (Jason Fishbain)**
* The April 25, 2017 meeting were motioned and approved by the committee.
1. **Fin Aid Data – Discussion and approval of Stewardship/Custodianship (Derek Kindle/John Dreger)**
* A lot of data is in the FASA, which is unable to be shared.
	+ Looking at options of having certain proxy data that can be shared.
		- There will need to be training around this data to avoid and to make sure the data is not shared or stored.
* Common Application Data is only uses the data from scholarships and can be shared data unless student selects to waver certain data elements in being shared.
	+ The direction to Schools and Colleges are to get access to the this data they will need to go through a training.
* FASA Data is covered under the Higher Education Act and the data is only suppose to be used for the purpose of providing aid with scholarships.
	+ APIR is a subset of this data that certain people have access to this data in the Data Warehouse.
* There have been a handful of requests for Researchers to have access to these data for research.
* The Data Stewardship Council approved of the Financial Aid Office being the Data Custodian of this data.
* There is a need to have auditing system in place to audit the data and the users of the data.
* Cybersecurity has looked into the CSA data a little and have not gotten into creating a package and looking more into it on what controls are in place and what controls should be put in place.
1. **Review/Approve request for InfoAccess Service account access to SIS tables (Jason Fishbain)**
* Looking into using Informatica to automatically pull and write code of the SIS data instead of having to gather the data manually.
	+ Program we have contracted tool just pulls the data and the vendor will not have access to the data.
* InfoAccess will not be taken off line, but the goal is to stop running the SQR Code.
* A few Cybersecurity concerns:
	+ How is access granted?
	+ How is the data being pulled? Need to look in making sure the data is being drained appropriately
	+ Making sure there are policies and procedures in place for this.
	+ Making sure the Info InfoAccess has the same security controls in place.
	+ Cybersecurity would like to assist in addressing these issues once they have the support to do so over the next several months.
		- The hire of Cybersecurity Operations Center Manager.
1. **Progress in the Data Governance Topics (Jason Fishbain)**
* Need to look at Stewardship Custodian of certain data:
	+ Canvas and LMS – includes student data.
* Alternating the committee members:
	+ Looking at adding faculty and researchers to committee.
	+ Looking adding other departments and colleges on campus.
	+ Discussing reviewing over attendance of committee members who have not been able to make many meetings and looking at revising their membership.