**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, Bob Tuner, Mark Walters, and Jason Fishbain

**Attendees:** Peg Eusch, Jeff Karcher, Lee Konrad, Martha Kerner, Tena Madison, Scott Owczarek, Mark Walter, and Jason Fishbain. **Guest:** Jeff Armstrong, Jeremy Traska, and McKinney Austin

**Data Stewardship Council Meeting Minutes**

**Tuesday, October 25, 2016**

**8:30 – 10:00 AM**

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

* The August 23, 2016 meeting minutes were motioned and approved by the committee.

1. **Update from the Data Governance Steering Committee Meeting (Jason Fishbain)**

* Steering Committee reiterated Data Governance separate from IT Governance. Data Stewardship Council and Data Governance Steering Committee are responsible & accountable for all data-related policies for UW-Madison.
* The Policy and Procedures regarding Restricted Administrative Data was presented to the Data Steering Committee.
  + Members of ITC expressed some concerns around data privacy and whether or not the Restricted Administrative Data Policy was sufficient.
  + The Steering Committee decided to give ITC time to provide feedback to the Policy & Procedures. Once feedback is received, the Data Stewardship Council will regard and make recommendations as to what should be incorporated into the Policy & Procedure before sending it back to the Steering Committee for approval
  + The Data Stewardship Council need to look at the next steps moving forward towards implementingthe policies and procedures and will connect with people offline to start working on this

1. **Follow-up discussion/approval of Directory Information Comparison (Scott Owczarek/Jeremy Traska/Jeff Armstrong)**

* Proposal and recommendation on how the university defines directory information:
  + Overall goal is to make it clear to students and everyone to make an easier process of what directory information can be release.
  + Directory Information includes: Name, contact information (email, phone, address), and what students affiliation to the university is (grade level, date of attendance, expected graduation, degrees, honors, and athletics).
  + Socialized with Campus Committee and had positive reaction and suggestions for minor changes on wording.
  + Clarifying how the university defines directory information.
  + Looking at DOB and how to classify it. The Registars office will release DOB requests when 3rd party request only one or two DOB and do not release DOB to 3rd parties that ask for all or a substantial amount of DOBs.
  + Once changes are approved, directory information will be available online.
  + Students will continue to have the option to opt out of having their directory information released.
    - Only 1,000-2,000 students will opt out, which is a low amount of the student population.
  + Student government has not been involved in this proposal, but are involved in the 2nd proposal.
  + **Data Stewardship Council Approved the Proposal and recommendation on how the university defines directory information to continue moving forward.**
* Proposal to Modify Fulfillment of Third-Party Requests for Student Directory Information:
  + The background is that the university is by law able to release student directory information to third-party vendors when asked. The Registars office is in charge of fulfilling third-party directory information request and have been using there resources and charge third-party vendors $99/hr for cost recovery.
  + Looking at simplifying the process with four lists:
    - List 1 – All directory information for prior term
    - List 2 – List of all current directory information
    - List 3 – List of next term directory information
    - List 4 – List of graduates most recent conferral date
  + 2 options in posting the directory information –
    - 1 – Posting information online.
    - 2 – Creating a process that an email request will be set up that someone will respond to once a week to third party requests.
  + **Data Stewardship Council Approved the Proposal to Modify Fulfillment of Third-Party Requests for Student Directory Information to proceed in moving forward to gain feedback on proposal and to bring back to the Data Stewardship Council with changes and will look at the matrix of the access of the file.**
    - Registar’s office will look into the option of having the directory information available in a documents (pdf) or on a dashboard.

1. **Displaying data for Small Record Population (Jason Fishbain)**

* The Tableau Development Group are producing dashboards that contain information about students. Depending on the how detailed a user drills into the data, he/she could arrive at a visualization that contains information (not PII) about 1 or 2 students in a class.
  + If the visualization contains geographic or gender information, is that enough to identify the student and thus be considered a violation of FERPA?
  + There is no institutional policy on this topic, one should be created.
  + This not only affects reports / visualizations but could also potentially affect access to LMS content as well.
* **Due to some individuals being unable to attend this Data Stewardship Council Meeting, Data Stewardship did not take action other than to have an offline group bring back a proposal for discussion.**

1. **Data Cookbook – Informational (Jason Fishbain)**

* A purchase of a Pilot on iData / Data Cookbook, which is a Data Dictionary for higher education.
  + Going to start Pilot on campus soon.
  + Going to take Tableau Visualizations for a small audience from them to gain an understanding of what aspects our looked up and if we are able to define them.
    - Group Experts would be involved in pilot.