**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, Lee Konrad, Jocelyn Milner, Umberto Tachinardi, Nick Tincher, Bob Turner, and Jason Fishbain **Guest:** Amanda Reese and Cathy Trueba

**Data Stewardship Council Meeting Minutes**

**Tuesday, November 22, 2016**

**8:30 – 10:00 AM**

1. **Review/Approve Last Meeting Minutes (Jason Fishbain)**
* The October 25, 20116 meeting minutes were motioned and approved by the committee.
* Amanda Reese and Cathy Trueba attended this meeting to gain an understanding of the meeting and who would best represent their department.
1. **Review/Approve Proposal for Stewards responsibilities for Security log info (Bob Turner)**
* The Cybersecurity Tool handles all the data that will be used within these tools.
* In the process of creating a Data Management Plan for all aspects that will be included within the Security Log.
* Computer and Network Security Log and Sensor Data Sets – Handout
	+ Will have components is present in log and tool
	+ Understanding the severity of a breach of systems. Security control system is being controlled under the NIST settings and making sure there is a baseline of settings for people to follow.
	+ There are a lot of archives of data and audits of these archives.
	+ Goal is to finish Data Management Plan to propose these types of data that the Data Stewards be the Cybersecurity Office.
		- The Data Stewardship Council Approved in the direction of this plan and approve for Bob Turner to proceed in moving forward in drafting a proposal for Management of the Cybersecurity Stewards responsibilities on Security Computer and Network Log.
	+ Next meeting – Draft of Data Management and having more role definition direct to policies. Defining where the data is at and that it would not have an effect on the user, but will affect the management.
1. **Review/Approve Attribute Release to Applications Policy (Jason Fishbain)**
* Identify Manger Leadership Group (IMLG) did the work on the Policies around Identity Management on Campus
* Draft Policies has been operationalized and no formal policies and procedures have been drafted.
	+ Application that already exist on campus with Rec Sport and Housing
	+ The release of personal data includes the following:
		- Preferred name, NetID, contact information, email address, affiliation data (ex: varsity sports, year, major, class attendance).
	+ Add into Policy number 1 where this information is recorded at.
* The Data Stewardship approved in the policy moving forward to the Steering Committee.
1. **Update on UWRAP Project (Jason Fishbain)**
* UWRAP is the project that is branded the Hyperion in the Library, which will hopefully create easy access to this project.
	+ All campuses have to align all projects.
	+ The Hyperion Tool is a UW-System tool that is funded by all colleges. The System is responsible for the implementation in replacement tool for the OBIEE. The System is responsible for replacing for Share Quires Report that pull data from FSF and HRS.
* Reports and quires that exist and who do we want to deliver this information to the base.
	+ Wil be managed through the System.
	+ These quires that already exist are/will be moved to the Data Quire.
	+ Show this data into a visualization, which Tableau Workbooks will take over some of the active reporting tool.
	+ Finding a way to socialize and spot the different groups around campus to socialize to.
	+ Hyperion at an AD-HOC bases need to be supporting this and to investigate a tool set that will help with support.
	+ Update the project that there will need to be education on user bases on this.
	+ The quire library and active reporting will no long be supported on April 30th, so data needs to be migrated by then.
1. **Updates on Data Cookbook (Jason Fishbain)**
* A tool developed a Data Dictionary that is aimed towards education data.
	+ Working on setting up a pilot and an implementation plan.
	+ Assist in standardizing certain definition on data.
* Repository of the information does not contain a report, but the definitions within a report and who can access these report, what the data is, and allows them to submit for enrollment.
* Looking at what information is provided and what happens when information is provided that is not provided for UW-Madison’s needs.