**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:** Peg Eucsh,Peter Goff, Martha Kerner, John Lucas, Nancy Lynch, Jocelyn Milner, Tena Madison, Scott Owczarek, Umberto Tachinardi, Bob Tuner, Mark Walters, and Jason Fishbain

**Data Stewardship Council Meeting Minutes**

**Tuesday, July 26, 2016**

**8:30 – 10:00 AM**

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

* The June 28, 2016 meeting minutes were motioned and approved by the committee.

1. **Proposed Policy Direction – Technical access to ISIS Data Sets (Discussion)**

* Policy limiting how technically one gets access to student data from ISIS will help in controlling the administrative costs going forward.
* There currently are no policies related to controlling technical access methods of getting to ISIS data.
  + - Looking at how people get technical access to ISIS data.
    - Creating a file format on how people get access to ISIS data. Having requesters of ISIS data state their business partners across campus on why they need access to student data.
    - Outlining what the maintenance and risk controls around ISIS data will help in getting procedures built around them that would be beneficial to the university.
  + Policies draft will need to be socialized before they are approved and moved forward.
  + Committee approved of the direction of the structure and approved for a draft on policies and procedures to be brought back to this committee to review over before socializing them around campus.

1. **Continue Crafting Restricted Data Access Procedures (Discussion)**

* 3 Training Aspects –
  + Online Training
  + Procedures around authorization and access
    - Sign off first from the school and/or Dean before the Data Custodian grants access to the data.
      * Discussion about whether or not Deans / division heads should sign off first.
      * Deans may assign an Associate Dean to sign off on requests and Associate Deans may want the Chairs or the Directors of the departments to sign off on access requests.
      * There is a need to have Deans and Associate Deans understand the importance and the purpose of having them sign off on Restricted Data Access Requests.
      * **The Data Custodians will be responsible for communicating with Deans / Division heads about who has access.**
  + User responsibilities of the data.
* It will be critical for users requesting access to Restricted Data have a business purpose as why they need access to the data.
  + It will be important with the implementation that someone will have a log of what users business purposes are for why they need access to Restricted Data.
* Part of the policies and procedures of Restricted Data is for the users of the data to have knowledge on how to protect the data.
  + Communication on guidelines and procedures on protecting Restricted Data will be needed.
* The hiring process has begun for a BI Trainer, who will be in charge of creating the training for:
  + Responsible handling of Restricted Data
  + Criteria for appropriate access.
* Currently, there is no university policies or procedures on how users get access to Restricted Data. Other departments may have procedures on how users get access to the data.
  + A system level policy and procedures will help the university in protecting Restricted Data.
* Currently, the university is only 48% compliance on users who have reported on their access of SSN Restricted Data and where it is stored.
* The Data Stewardship Council approves to move forward with the Restricted Data Access Procedures in that when someone makes a access request that it will go to the Data Stewardship Council to approve and that the Data Stewardship Custodian for the data domain will send out approval of access and Cc the Deans, Directors, and/or chairs to be aware the Data Stewardship Custodian granting access to the Restricted Data, so important parties are aware of the approval.
  + Having the Data Stewardship Custodian sign off on the access to Restricted Data and having the departments will be in charge/responsible of the data.
    - Having the schools, departments, and colleges have a representative who is responsible of the data.
  + This will help the Data Stewardship Council know who has access to Restricted Data.
  + Data Steering Committee meets in October, so the goal of the Data Stewardship would be to have draft policies and procedures for them to review over.