**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:** Steve Cramer, Peter Goff, Jan Greenberg, Martha Kerner, Lee Konrad, Nancy Lynch, Tena Madison, Jocelyn Milner, Scott Owczarek, Bob Turner, Mark Walters, and Jason Fishbain **Guest:** Rick Konopacki

**Data Stewardship Council Meeting Minutes**

**Tuesday, August 23, 2016**

**8:30 – 10:00 AM**

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

* The July 26, 2016 meeting minutes were motioned and approved by the committee.

1. **Governance of Curricular Data/Lumen ---- Approval (Scott Owczarek/Jocelyn Milner)**

* Jocelyn Milner and Scott Owczarek are the Executive Sponsors of Madison Academic Repository for Curriculum (MARC), based on CourseLeaf software from an external vendor.
  + This group’s purpose is to support the creation of a repository to manage curricular information consistently across campus.
* CourseLeaf was the recommended solution to resolve the inconstancy of curricular information across campus.
  + Provost provided one-time funding for this effort because she believed in its importance.
  + The executive sponsors have formed two advisory groups: One Policy Advisory Group and a second group for small governance.
  + The project team is working with administrative offices from across campus tocreate the curriculum catalog 2016-17.
* While MARC is the repository, the front-end interface/dashboard is being branded as Lumen
  + Used to update, track, and approve functions related to courses and programs.
  + Used for students to enroll into classes.
  + Governance needs to be added around this.
* Next Step is the socialization of CourseLeaf/Lumen around campus.
* The Data Stewardship Council agreed and propose that the ACPRAC Group be in charge of the policies and procedures around these efforts.
  + Reports on updates and progress should still be reported to the Data Stewardship Council.
* One of the benefits when MARC is fully implemented is that we will be able to project the enrollment of classes and to know and plan classes based on enrolment size.

1. **Review/Discuss Restricted Data Authorization Procedures (Jason Fishbain)**

**Restricted Administrative Data Authorization Policy –**

* The scope of this policy is limited to Restricted Administrative Data –
  + Typo on second line of page 2 –transactional systems but also is distributed locations should read: transactional systems but also in distributed locations
* Policy Statement(Page 2-3) –
  + Adding 1.f. statement that the Data Stewardship Council need to make strategies statements that we need to review over restricted administrative data access request.
  + Discussed editing 1.c. to read: a role in the **planning** management or operation of an academic process that requires the handling of that data. But, after discussion decided that the statement was fine on its own. Management or operation of process includes planning.
  + 2.a. – HR (Eg Employee SSN#)
  + 3. – Adding by the **Data Stewardship Custodian** at the end of the last sentence.

**Restricted Administrative Data Authorization Procedures –**

* Procedures –
  + Adding to 1.a.i. – Make a request and receive permission from the appropriate Data Custodian in a **timely manner.**
  + Changing 1.a.3. from **HR (i.e. Driver License #s)** to **HR (i.e Empolyee SSN #s)**
  + Typo on 3.c.i correcting **mays** to **may**
  + Training timeline will vary based on trainees’ prior knowledge or if the training is a refresher on securing restricted data.
    - Adding that employees will need to take a refresher aspect of the training.
  + Faculty and TAs that have access to the LMS with student PHI would need to go through the training on restricted data before getting access to LMS.
  + Access to the restricted administrative data should not be allowed till the training is completed.
* **BI Trainer Position –** 
  + Interviews are in the process for the Reporting Training Specialist position. This person will be in charge of creating the training for Restricted Administrative Data.
  + Policies and Procedures would be hard to approve and move forward without having the training defined and a timeframe is outlined.