

Members: McKinney Austin, Steven Cramer, Sarah Grimm, Jeff Karcher, Jennifer Klippel, Lee Konrad, Jeff Korab, Dan Langer, Nancy Lynch, Jocelyn Milner, Scott Owczarek, Amanda Reese, Bob Turner, Mark Walters

Attendees: McKinney Austin, Jocelyn Milner, Bob Turner, Jeff Korab, Nancy Lynch, Amanda Reese, Jeff Karcher, Mark Walters, Jennifer Klippel, Steve Cramer, Lee Konrad, Britt Baker, Joy Martell, Dan Voeks, Phil Hull, Patti Havlicek

Data Governance Council Meeting Minutes

Tuesday, August 25, 2020

8:30 – 10:00 a.m.

1. **Welcome**
2. **Review/Approve Minutes from 7/28/2020**
 - a. Approved
3. **Canvas Integration Concerns (Phil Hull and Dan Voeks)**
 - a. Phil Hull and Dan Voeks provided an overview of the security concerns associated with third party tools allowed in Canvas since 2016.
 - i. These apps may be using restricted student data, but there are no formal agreements with these vendors. Canvas Learning Management System efforts have identified eight new third party tools as integrations that will be established in Canvas in this fall term. The group discussed three options to deal with the issue.
 1. After discussion with the council, McKinney Austin added to Option 3: “As part of this review process, we would turn off the ability for instructional staff to turn on third-party add-ons. Editing add-ons will also be reviewed.”
 2. McKinney asked for comments from the group before putting the revised option to a vote, which passed. He will have an update on this at the next DGC meeting and will enlist Phil’s help for a writeup to explain the decision to campus stakeholders.
4. **Institutional Data Policy**
 - a. Implementation Statement Debrief
 - i. McKinney: We addressed the executive sponsors’ concerns, and now there is an implementation statement that recognizes there is an exception process in the policy. As of yesterday, I do have formal approval from the executive sponsors, so we’re gearing up to go live with this on September 1.
 - b. News Release and other Communication
 - i. McKinney: With September 1 coming up very soon, Joy Martell is here again to cover more of the communication plan. Some aspects of our plan can be released later, and some now. First, we’ll look at the news release and some updates to reflect the implementation statement. We want to get comments about that ahead of September 1.
 - ii. Joy reviewed the changes to the news release and asked for feedback (no formal vote needed).
 1. Nancy Lynch: How is this distributed?
 - a. Joy: I would be taking this to University Communications. *Inside UW* or one of the other newsletters could include the news release. I will work with their media team to see what their ideas are for distributing this to a wider audience.
 2. Jeff Korab: It might be a good idea to distribute this to the IT community on campus before it hits the street. ITCCC represents all the schools and colleges IT directors.
 - a. McKinney: We can agree to do that if the group is comfortable to circulate this with them ahead of September 1 (the group agreed).
 3. Jocelyn Milner asked that the release be sent directly to stakeholder groups as well.

4. Joy: We will have more information rolling out between September 1 and January 1. By September 1, I will have:
 - a. The dedicated news release.
 - b. Draft announcement email that will be abbreviated version of this will be ready to send out to stakeholder groups.
 - c. An announcement on the ODMAS website.
 - d. Talking points ready in a rollout kit.
5. McKinney: The short form release is something we could use your help with in distributing to various groups. And the talking points rollout kit will be useful for talking to your staff as this information is rolled out.

5. **Draft Data Documentation Subcommittee Charge and Membership Discussion**

- a. McKinney: This discussion is in preparation for a vote at our next meeting. We are looking for a comprehensive data documentation standard, which is quite an undertaking. If the membership looks good on the draft charge, I will bring back the charge for approval by the council for the next meeting.
- b. McKinney: The charge directs the subcommittee to come to the DGC with issues that need to be resolved as they're doing their work. Sets timeline to deliver to DGC in winter of 2021. Thoughts?
 - i. Lee Konrad: You are using the words "standard" and "model." This may create confusion for others.
 1. McKinney: "Standard" is a definition and "model" is an example. I will look back at it and try to clarify.
- c. McKinney: The membership list on the documentation is a generic list. I would like to include two data stewards, a technical custodian, etc. In some cases, I will be able to find members who check more than one of these boxes as a single person. I'm open to suggestions if you have any – please email me with your recommendations.