Members: Cathy Lloyd, Rob Cramer, Steven Cramer, Sarah Grimm, Jeff Karcher, Jennifer Klippel, Lee Konrad, Jeff Korab, Dan Langer, Anne Bilder, Jocelyn Milner, Scott Owczarek, Amanda Reese, Jeff Savoy, Tim Bohn, Mark Walters

Attendees: Cathy Lloyd, Sarah Grimm, Lee Konrad, Jeff Korab, Jocelyn Milner, Amanda Reese, Jeff Savoy, Catharine DeRubeis, John Zumbrunnen, Britt Baker, Celia Braker, Shawn Riemer, Gwendolyn Ezell

Data Governance Council Meeting Minutes
Tuesday, August 24, 2021
8:30 – 10:00 a.m.

1. **Welcome**

2. **Review/Approve Minutes from 7/27/2021**
   a. Approved

3. **Introduction of New Members – Jeff Savoy/Tim Bohn and Anne Bilder**

4. **Updates on Ongoing Data Governance Work**
   a. Person Domain Workgroup – Charter Draft for Operating Committee for September
   b. Data Documentation Sub-committee – Draft Recs for September
   c. Data Classification Policy Revamp Recommendations

5. **Guidelines for Use of Administrative Data for Academic Research Discussion**
   a. The group voted to charter a subcommittee to take on the creation of guidelines for use of administrative data.
   b. Cathy will work with Celia on a charter to bring back to this group.

6. **Data Policy Exception Update – Engineering (see appendix)**
   a. Cathy: The deadline for campus to adhere to the data institutional policy is coming up at the end of this year, and InfoAccess will be retired soon. We're encouraging people who have integrations running to find another home for their data exchanges because we're moving into Snowflake/Badger Analytics. There are many reporting systems that potentially duplicate enterprise systems like Tableau and InfoAccess. A lot of it is student data. Should these types of applications exist and get exemptions?
      i. Jocelyn: Those who were on the Institutional Data Policy Subcommittee would think this is the kind of thing that is problematic. We should work with those groups to get them in line with policy and avoid costly problems down the road. We need a solution for this problem and ones like it, such as Tableau.
      ii. Catharine: We did an audit in HR not long ago for this reason. I started bringing in elements of the data policy so that we could be in line with it instead of asking for a lot of exemptions. It took around a month to do this.
      iii. Lee: Auditing will really come in to play because there could be issues with the post processing that they do with the data.
      iv. Jocelyn: That's right, but this data could be divergent from the "single source of truth," and they're going around the security systems.
      v. Cathy: The theme I'm hearing is that in the interest in the institutional data policy, we're going to direct groups to central solutions, complete some analysis, and work with them to get their users to

central solutions. I'm going to indicate to these groups that we would like to see a good faith effort in moving their reporting over to centrally available solutions.

7. **Data Issue Management Report**
   a. The Data Issue Management Procedure (and Policy) went live on January 1, 2021. One of the obligations for the procedure is to provide a report to the group monthly.

8. **Next Steps**
   a. The next meeting is September 28, 2021 on Microsoft Teams.