

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

**Attendees:** Celia Braker, Sarah Grimm, Jeff Karcher, Jennifer Klippel, Jeff Korab, Jeff Karcher, Dan Langer, Anne Bilder, Jocelyn Milner, Scott Owczarek, Jeff Savoy, Tim Bohn, Mark Walters, John Zumbunnun, Margaret Tennesen, Tom Jordan, Michelle Young, Elizabeth Simcock, Catharine DeRubeis, Britt Baker

## **Data Governance Council Meeting Minutes**

**Tuesday, September 28, 2021**

**8:30 – 10:00 a.m.**

### **1. Welcome**

### **2. Review/Approve Minutes from 8/24/2021**

- a. Approved

### **3. Data Documentation Standard Status Update**

- a. Elizabeth Simcock and Michelle Young, co-chairs of the Documentation Standard Subcommittee (DSS), presented on their group's progress.
  - i. The DSS has been working on a draft covering new products in the interoperability infrastructure, as well as Badger Analytics, and will cover data elements, data sets, terms, and institutional data products.
  - ii. Yesterday, the subcommittee turned in a draft data documentation standard, implementation document, and set of examples acting as a proof of concept for the documentation standard. Cathy will review, work with them on revisions. The subcommittee will plan to have a draft ready for the DGC to discuss at the October meeting.
  - iii. Elizabeth outlined the timeline for next steps for the DSS.
    1. Jocelyn suggested using the October meeting for discussion/wrapping up revisions and taking a formal vote in November.

### **4. Core Person Domain Status Update**

- a. Tom Jordan, chair of the Core Person Domain Working Group, presented on the group's background and progress.
  - i. Conducted a survey of peer institutions and found that we are generally ahead of the pack in terms of the issue of core master data.
  - ii. Consultation with Gartner
    1. There are generally four implementation styles for master data (consolidation, registry, centralized, and co-existence).
    2. Most organizations start with consolidation and may eventually grow into centralized or co-existence patterns.
    3. Tom: There's operational data governance that's often found in master data architecture that we don't feel is represented in our current data governance landscape. There's often a master data team that helps to coordinate the decisions around things like survivorship or data precedence across different lines of business.
      - a. The MDM team is often a composite team. We have many of these activities happening today in different units. We may just need to create a bridge across the different units to help coordinate.
  - iii. Operational Governance of Person Data
    1. Coordinating among different lines of business

2. Defining guidelines and 'rules of the road' for use of cross-domain data
  3. Aligning processes for shared use of person data across business unites
  4. Defining operational patterns for expected day-to-day use of core person data
- iv. A campus "first step" towards master data governance
1. Review of existing operational practices (Person Hub, etc.)
  2. Transparency and introspection on operational rules
  3. Alignment with institutional goals and direction

**5. 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.

**6. Next Steps**

- a. The next meeting is October 26, 2021 on Microsoft Teams.
  - i. Agenda
    1. Data Documentation Standard Review and Feedback
    2. Facilities Domain Template Approval
    3. Charter for the subcommittee group guidelines for the use of administrative data in academic research