

Members: Cathy Lloyd, Sarah Grimm, Jeff Karcher, Jennifer Klippel, Lee Konrad, Jeff Korab, Dan Langer, Anne Bilder, Jocelyn Milner, Scott Owczarek, Jeffrey Savoy, Mark Walters, John Zumbunnen

Attendees: Cathy Lloyd, Celia Braker, Sarah Grimm, Jennifer Klippel, Lee Konrad, Jeff Korab, Jeff Karcher, Anne Bilder, Jocelyn Milner, Scott Owczarek, Jeffrey Savoy, John Zumbunnen, Margaret Tennesen, Tom Jordan, Michelle Young, Elizabeth Simcock, Catharine DeRubeis, Britt Baker

Data Governance Council Meeting Minutes

Tuesday, November 30, 2021

10-11 a.m.

1. Welcome and Approval of Minutes from 10/26/21

- a. Approved

2. Director of Data Governance Recruiting Update

- a. The job posting just closed yesterday. Many national applicants.

3. Data Documentation Standard Review and Feedback

- a. Chairs: Michelle Young and Elizabeth Simcock
- b. Discuss Draft Documents

- i. Elizabeth: I would like to note that after Cathy sent out the documents in her email, we updated an appendix to add a field into the examples. We also had a piece of significant feedback regarding that a lot of systems aren't looped into the scope because they aren't covered by the institutional data policy.
- ii. Michelle: With new systems, the documentation should happen along with it being built. We might also have different tools to do the documentation in the future. With the implementation statement, we said we need more resources to do this work, both human and technical. A lot will depend on the resources that are made to do this.
- iii. General Group Discussion
- iv. Discussion Conclusions
 1. Cathy: Based on what I'm hearing, we could focus on systems with restricted data and on inventorying what systems don't have documentation. From there, we can create progress plans. In the case of SIS, we could look at what we're pulling into Badger Analytics and start there. We have the data elements in our mappings already.
 2. Elizabeth: It sounds like there are two issues this discussion raised:
 - a. One is around pieces related to cybersecurity documentation and what kinds of overlap exist there that we could take advantage of.
 - b. The other is around figuring out some language that we could add to be more explicit about the statement that was made in the policy – that it should apply to new systems and old systems will be prioritized as we're able.
 3. Cathy: We'll have another meeting on this and bring it back in January.

4. Data Definition Approval Group

- a. Cathy: We've been getting big load files of new data definitions, which was inefficient for getting approval from a large group like the Badger Analytics User Group. We decided to expose data definitions in the templates and offer the Badger Analytics User Group a chance to comment, and then give final approval to folks in the new Data Definition Approval Group with that commentary. The Data Definition Approval Group will meet on different subject areas and focus on alignment of the data definitions and deal with areas of intersection in a smaller group environment.

5. **Dec 2 Data Stewards Meeting Topics**

- a. Introductions of new members
- b. Data steward role review
- c. Handling data domain/subdomain overlap in security groups
- d. Badger Analytics User Agreement
- e. Divisional folders for Tableau development
 - i. Restricted data or not?
 - ii. Managing duplication of solutions – do we develop custom divisional solutions or recommend shared campus-wide development?

6. **Data Domain Template Status**

- a. The core person domain was approved with a quorum.
- b. Cathy provided review of other domain statuses (see slide).

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 January 25, 2022, on Microsoft Teams.