

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: Jocelyn Milner, Bob Turner, Cathy Lloyd, Jeff Korab, Steven Cramer, Sarah Grimm, Jennifer Klippel, Mark Walters, McKinney Austin, Amanda Reese, Scott Owczarek, Britt Baker, Joy Martell

Data Governance Council Meeting Minutes

Tuesday, Jan. 27, 2020

8:30 – 10:00 a.m.

1. Review/Approve Last Meeting Minutes & Updates (McKinney Austin)

- a. Tena Madison is no longer on the council.
- b. Jennifer Klippel is an addition to the council.
- c. Approved meeting minutes.

2. Data Governance Updates and Announcements

- a. The Data Governance Program charter and Data Governance Council charter are now signed.
- b. The Institutional Data Policy Subcommittee (IDPS) is off and running. Has had three meetings at this point.
 - i. IDPS has a skeleton draft of a policy already. On track and will continue to keep the Data Governance Council updated.
- c. Bob Turner – The Security Awareness Training timeline has slipped because we made changes to the pilot (Mid-February). Launching probably in March and running to June 30th. The pilot consists of faculty, staff, and student workers (will add students in the fall). We have all the members of the pilot group that we need.

3. Request for Comments on UW System Draft Privacy Policy

- a. McKinney Austin – Not yet out for commenting, but we have the opportunity through Bob to provide feedback/comments now.
 - i. Request is for you to review the policy and send me any comments so I can consolidate them for Bob.
 - ii. Next Tuesday is the meeting, so need to get to Bob by Monday. Send your feedback to me by Friday the end of the day. I will send a follow-up email, so everyone has the documents in that timeframe.
- b. Amanda Reese – Definitions of PHI and PII could use clarity. Wording is confusing in terms of access to personal data. Reference to having a privacy officer. So far at UW, we have not made the decision to have a full-time chief privacy officer. Also, we need to be intentional about policy language. Both policy and procedure document need cleanup to make them work.
 - i. McKinney Austin – Technical feasibility of what's required in the policy is for us a pretty big lift.
 1. Bob Turner – They were swinging for the fence on a policy that works for all issues. This is one area where privacy is a personal issue, not a security issue.
 - a. McKinney Austin – You might want the chief security privacy officer to have input in the policy instead of hiring them after policy is created.

4. Data Loss Prevention (Bob Turner)

- a. Identity Finder is a tool that we used in the past to find pockets of data that has been misused, deleted, etc. We are going forward with this tool.
 - i. Example: An employee's laptop is lost on bus type of data breach. If the data has been altered by another program, the tool can tell us that. It can identify credit card numbers, social security numbers, etc.
- b. Would this group be interested in providing thoughts on topic of data loss prevention? It's on the security controls checklist to make sure we're covering data loss.
 - i. Jennifer Klippel raised cases where the Budget Office is storing information that might be problematic and Bob said Identity Finder would help identify that and allow for intervention/remediation.

- ii. Amanda Reese – We can develop some publications on what needs to be saved. We can let people know they don't need to duplicate existing data. From the data loss perspective, I would be happy to identify some tools that might help. Some stuff you don't even need to pay to archive. Would require a lot of persistent and consistent communication with campus offices.
- iii. Bob Turner – First part of program is an initial scan for data, and the second part is to monitor where the restricted data is. Research data, for example. Tax records of raw 1040s. What do they do with those after research is done? We need to adhere to a decent data protection policy. We want to prevent costing the UW money, such as finding issues in audits, or actual hacks. The other benefit of data research/management is that we know where the data is and if it's been altered and it shouldn't have been.
- iv. Jeff Korab – What is scope of what is going to be scanned by the tool? Can it scan OneDrive, cloud?
 - 1. Bob Turner – There will be scanning capability. Might not be with our tool, but it will be something we manage. Not clear yet how well that's going to work with current tool.

5. **Cloud Migration Strategy (Cathy Lloyd)**

- a. The modern approach now to have a cloud warehouse. Curated data is "blessed" institutional data. More and more data sources are available for free. So, we can just access data instead of storing it.
 - i. Scott Owczarek – It is not clear how student data will work in the cloud and how we'll be using it. How do we have standards about what data transformation APIs look like when they come out?
 - 1. Cathy Lloyd – If we can virtualize it, we can just get it from the source. When we contract with cloud vendors, we need to do our homework so that we have that under control. If we can, we leave data where it is instead of moving it. We just point to it.
 - ii. Bob Turner – At what point do we take data from people, play with it, and have a new product? Classification of data as it is transitioning through the warehouse.
 - 1. Cathy Lloyd – No one gets access to the raw data, period. Data governance determines what that level is. For example, we are taking teaching and learning data and storing it on Google Cloud Platform.
 - 2. Cathy – There are tools that will do AI type stuff, point to the data, and ask if this is the right record. This isn't accessing personal directories. The cloud is infinitely expandable, and you only pay for what you use (Snowflake). We can store data outside this whole environment and then just access it through the curation piece. We can slowly move there and buy as we go. For example, it cost Notre Dame \$60,000 for all the admin data. Cloud is a "when," not an "if." We're setting ourselves up for the future now.
 - iii. Jennifer Klippel – Do we agree of the parameters of the snapshot? Does it match official campus reporting? This is an area where we could get people doing cowboy versions of reporting awards differently.
 - 1. Cathy Lloyd – Snapshots now are just date-stamped data in cloud. It's just all there. No frozen data views, just date stamps.
 - 2. Jennifer Klippel – Who owns an award? Is it owned by where the award is administered or by the PI? People all over campus are inventing their own versions of the truth for this. Multiple folks are claiming the same award in their data. Is there a good way in future world to bless how people can look at these things?
 - a. Cathy Lloyd – This is what data governance is about – figuring out the rules about what is the sanctioned data.
- b. Conceptual 3-year Analytics Roadmap
 - i. Cathy Lloyd – Planning to procure a solution. InfoAccess 2.0 can be moved quickly to the cloud, while InfoAccess 1.0 needs to be architected over time (Financial Aid, Department Planning Profile)
 - a. Scott Owczarek – We are redoing human resources and finance, are you going to be able to implement rearchitecting things before ATP gets going?

- i. Cathy Lloyd – Data would be convertible. If it's simple budget stuff it will get mapped anyway.
- b. Jocelyn Milner – This remapping will drive decisions we will need to make collectively.
 - i. Cathy Lloyd – The organizational structure will map even if hierarchies change.
- c. Mark Walters – TTC – when we come out the other side, we'll have a very well-established role-based process.
- d. Scott Owczarek – It is critical we do this because the integrations in the SDE are numerous.
- e. Cathy Lloyd – Standardizations is also a giant change management issue. Establishing hierarchies in how data is governed.