Members: Steve Cramer, Jeff Karcher, Lee Konrad, Peter Goff, Jan Greenberg, Alan Rubel, Nancy Lynch, Jocelyn Milner, Tena Madison, Scott Owczarek, Amanda Reese, Jeff Korab, Nick Tincher, Bob Turner, Mark Walters, and McKinney Austin

Attendees: Cathy Lloyd, McKinney Austin, Bob Turner, Jocelny Milner, Sarah Grimm, Nancy Lynch, Steven Cramer, Jeff Korab, Dan Langer, Scott Owczarek, Tena Madison

Data Stewardship Council Meeting Minutes
Tuesday, July 23, 2019
8:30 – 10:00 AM

1. **Review/Approve Last Meeting Minutes & Updates (McKinney Austin)**
   - The minutes from May 28, 2019 and June 25, 2019 were approved by the committee.
2. **Updates**
   - Governance Related Feedback to Security Awareness Training
     - There was a small conversation about this at the last meeting. We looked at the data protection and handling that is in the Cybersecurity training. This will be launching after the start of Fall term. McKinney and a few others reviewed that material and made some edits. These were passed along to Ed Jalinske. The content that is there should cover our Restricted Administrative Data Access Training.
   - Classification Tags for Tableau
     - New Restricted, Sensitive and Internal buttons will be added to Tableau workbooks. When you click the button, it will take you to a page to learn about the classification. The committee suggested also including a public button and are very supportive of this idea.
     - When a workbook is published, it will need to be approved by a steward who will then classify it. The Tableau Developer community meeting will discuss how to roll this out. We are unable to do them all at once but want to do this as quickly as possible.
   - Steward Activity
     - A lot of focus of productivity and work is focused on the Classification Rationale documents. We are iterating on those still. There are a few that are final versions. McKinney presented the Employee Record Classification Rationale. We want to be as specific as we can while still maintaining general applicability.
     - They will continue to move towards business domain mind-set. The group suggested adding vendor and customer to the lists. As we get the final versions, we will start posting them so people can see. The committee also suggested saying this is not inclusive, so people cannot say it was not included on the list.
   - Data Governance Program Components
     - This was discussed at the last meeting and shared with the data stewards. McKinney added data literacy and awareness to the list. This is still a work in progress. If you think of any additional feedback, send it to McKinney. Bob suggested adding data education and security education. They will meet to discuss.
3. **Review of Data Governance Program Charter and Discussion of Proposed Changes**
   - McKinney would like to review proposed changes to the Data Governance Program Charter. The goal would be to act on these changes at the next meeting. There is only on Steering Committee member still in their position. The charter is too specific in some areas.
   - There are a lot more elements you would see in a policy instead of a charter. Once we have our work done on the charter, we can move to policy development then procedure and strategies. We are at a point that identified a lot of issues and we do not have rules that are enforceable to deal with those problems. Nancy suggested using the GDPR charter as a template. This was based off a template used by the VCFA and Provost.
   - McKinney proposed changing the name to Data Governance Council and refer to the Data Governance Steering Committee as the Steering Committee.
   - The organizational structure needs to be replaced. McKinney presented a draft structure to the committee. Other data groups should be represented. The committee was supportive.

- RACI Matrix- A few changes need to be made to the columns and headings. The bottom six are a little constraining. Should they be converted into policy? They do not need to be included in the policy. The committee was supportive of removing the final six on the RACI Matrix.
- The next steps are to endorse this up to the Steering Committee at the next meeting. McKinney will send this out a week in advance and then send a reminder a couple days in advance of the meeting. Please send McKinney feedback as soon as possible.