Data Management Committee
Meeting minutes for Dec. 9, 2:00 – 3:30 p.m.
Mary Gates Hall, Suite 011


Recorder: Kerry Kuenzi (Office of Planning & Budgeting)

There were no meeting handouts other than the agenda.

Proposed Agenda:

Administrative (All)
- Review/approve minutes
- Announcements

DMC Standards Document and APS – Ann and Bill
Tentative: EDW Risk Assessment - Bill
Enterprise Reporting Groups – Bill, Virjean, Todd
Subcommittee and Task Force Updates (Chairs)
- AA4GER
- Access and Roles
- Education and Communications Task Force

Meeting Summary

Todd called the meeting to order shortly after 2:00 p.m. We thanked Ann for the use of the space. We approved the minutes as written for the 11-15-10 meeting. It was agreed that we would cancel the Dec. 23 DMC meeting.

Nathan reported on efforts underway to work with data custodians (starting with HR and Academic) to assess online Group IDs (course groups, students by major, employees by department, etc.) from classification through to implementation. Nathan acknowledged that group memberships are often comprised of UWNNetID’s, and Bill replied that Rupert is working on shared UWNNetID guidance, and encouraged collaboration across these efforts.

DMC Standards Document and APS

Ann shared that the Administrative Policy Statement (APS) “Information Security and Privacy Roles, Responsibilities and Definitions” draft is close to done. Staff members in the Office of the Chief Information Security Officer are hoping to send the final version to Rebecca Deardorf/Rules Coordination office soon.

Bill stated that version 23 of the “DMC Standards Document” (formerly the DMC Policy Document) is nearly complete. This document has been updated and edited for consistency with draft/existing Administrative Policy Standards related to data.
Bill invited feedback regarding how to reflect DMC’s charge and membership (including how membership is defined). It was agreed that it was time to refresh the DMC’s “charge.” We agreed to acknowledge that we expect DMC membership will be reviewed on an annual basis as a function of DMC priorities. Bill suggested incorporating procedures, possibly adopting increased formality of operating procedures (parliamentary procedure?), inclusion of data map and corresponding data custodians, and related change management procedures.

Bill committed to make final changes to the DMC Standards Document, and route the document to Todd for distribution to DMC prior to obtaining Paul Jenny’s signature. Once signed, the document will be posted to DMC’s website.

**EDW Risk Assessment**

As part of the management response to the recent internal audit of Student Data, Bill shared he was accountable for reporting back to DMC about related changes to procedures. The audit of Student Data identified concerns about principles related to separation of duties and access at the “least privilege. As part of the audit response, a new role has been created which allows access only to student data. There will be more controls around access for financial aid data, and they are working to address internal classification of data issues. Bill expected this work to be completed mid-December. We acknowledged the challenge of managing UW’s ideal location along the continuum from complete open access at one end to tight roles with access at least privilege at the other end (Kerry referred to the concept of “Polarity Management” from the book of the same name, recognizing we are confronted NOT by a problem to solve but a polarity to manage....where neither end of the continuum is the “right” location, so we must find the best middle ground for our circumstances).

Bill has drafted an EDW risk assessment report (in response to the Privacy Assurance and Systems Security or PASS Council request), and invited others to volunteer to review it, in an effort to determine if the assessment makes sense, the ratings are the right ones, the recommendations are appropriate for the risks, etc. Bill will share with the UW IT Oversight Team as well. Once ready, it will be shared with the PASS Council, and we will ask either for exemptions or we will propose controls/mitigations.

**Enterprise Reporting Groups**

Todd referred to the three Enterprise Reporting Groups, each of which came out of the initial “Top 5” effort (Student, HR, Finance), and suggested that other Enterprise Reporting Groups might be appropriate to identify, given our interest in coordinating and encouraging both central report development and Unit/distributed development across data domains. The group engaged in significant conversation around this topic. We recognize that the Center doesn’t and won’t have capacity to develop all reports needed. Further, Units may not have incentive to submit reports centrally IF they will be held accountable for supporting/interpreting these contributed reports. We aspire to align report development capacity, but recognize that differing business needs in the center and the units may result in different priorities, and that differing resource levels may lead to Unit “Haves” and “Have Nots.” As a group DMC members might identify opportunities for increased data/reporting synergy across UW, and align resources to act on common needs. 2y2d work underway is imposing enterprise reporting needs from the top down, some of which we may be unable to meet. It was suggested that DMC may be the group best informed about the collective resources available, and as such could serve as a coordinating body to direct/align resources. Todd acknowledged there are all good topics to explore further during the next part of this conversation.
This group was scheduled to meet the week of Dec. 13 (their previous meeting was cancelled due to snow) to explore the topic of multiple org codes.

**Access & Roles**

Bill reported on behalf of Rupert, sharing that the access and roles matrix changes (including access request form pages, moving some individuals to new roles, etc.) are imminent. Todd inquired about how we will respond as additional domains are identified, and Bill indicated that there are lessons learned thus far that will help us improve our related processes. Bill reported that we are close to having the Research domain added to the matrix, and mentioned the need to revisit HR related issues.

**Education and Communications Task Force**

Melissa shared that her group is still trying to finalize its membership. An earlier brainstorm session was snowed out, and is rescheduled for Dec. 21. They are exploring the concept of custodian forms (Melissa mentioned her interest in coordinating the related content with others), as not all custodians have been contacted or even know of the existence of DMC. Betsy suggested an article in UWeek, now University Today, to spread the word. Brandon asked if we have a good way of updating our data custodians/trustees list, and suggested that the communications out to UW institutional members about the Administrative Policy Statements will rely on us having a good “list” of custodians. Bill repeated his interest in outlining our change management approach with respect to the Data Map, emphasizing our need to create an improved set of tools for reaching these people (as well as for connecting with liaisons identified in the Security/Privacy act effort).

Todd adjourned the group at 3:25 p.m.

Please let me know if you have suggested modifications or additions to these minutes.

Thanks and regards,

Kerry

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