

Policy Subgroup Meeting

July 28, 2009

Discussion Items

1) Role & Responsibilities

Kathleen asked why the re-signing of the User Agreement (UA) every year does not stand in place of the DMs having responsibility for training, orientation, etc. That would relieve the DSs of this responsibility as well. We need to figure out the processes surrounding this process though.

It was also suggested that you could intercept the login and tell the individual to complete the new UA.

Merri Beth will consult the suggestions made to Mark's document as she continues her work with the Standards subgroup. There was a great deal of discussion about how the UA might serve as the check that people have agreed that they understand how to use data.

2) Standards

Timeline for completion of Standards – See document handed out by Merri Beth (placed in OnCourse). Merri Beth hasn't had a chance to get ISPP-25.7 - .12 ready for the working group retreats yet. The group will reconvene in October. The Privacy group from Burton is very complimentary of this work. Merri Beth pointed out that these are Standards and unlike Policies do not have the same rigorous review by stakeholders. However, they would like to distribute them for a 30-day period of comments to all stakeholders when they have been finished.

- a. Scope – Steve indicated that he thought this was correct.
- b. The word, “Public” is an issue for the Data Managers as a classification. Kip pointed out that even some data which is classified as Restricted or University Internal could fall under public records law. Kathleen suggested the term “Published”. Steve pointed out that unless there are particular things within the Standards which apply only to Public as opposed to other classifications, there is no reason to have that classification.
- c. Kathleen suggested the following: Published data is that which is made available to the broader external community in whatever format we have chosen – the classifications could be replaced with unrestricted, restricted and critical. Merri Beth is finalizing this feedback.
- d. Steve pointed out that we do not want to make it easy to restrict access to non-restricted data. Since there is a statement that classification changes must be approved by the CDS, the group agreed this would prevent such restrictions from occurring.

Phyllis 8/25/09 12:10 PM

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Action Items

- 1). Merri Beth, Mark, Tom and Phyllis will review the Roles & Responsibilities document along with the comments and suggestions from each of the CDS subgroups for changes and work with Merri Beth to incorporate into the final Standards document.
- 2). Merri Beth's workplan for the Standards work was given approval by the Policy Subgroup.