Present: R. Barclay, L. Gaetano, M. Lochner, S. Koger, S. Swartzentruber, and B. Stahl

- The Task Force agreed that they would meet bi-weekly for one hour meetings, and would probably do much of their work via email.

- The Task Force agreed that they would move appropriate individual recommendations forward to the Information Technology Policy Council or Executive Council as needed before the Task Force had completed its work.

- After some discussion, it was decided that the Task Force would use brief summaries of its meetings, rather than have formal minutes taken.

- In reviewing other documents, it was agreed that the Task Force would try and clearly separate policy from procedures, and to keep the policy has simple and general as possible, and to depend on the procedures to provide the details.

- The Task Force recognized that it will need to recommend the creation of an ongoing committee to oversee the continued development of processes and policies.

- The Task Force agreed a logical recommendation is that the vice chancellors are responsible for the data generated and used by their division.

- The tiered approach to classifying data seemed to be the correct approach to take. Debbie had sent email with URLs of institutions that had tiered data classification models.
  
  o Ray will summarize the information on tiered sites for the group to review.

- The group discussed how the major reporting requirements (FERPA, HIPPA, GLB) fit into a tiered classification system.
  
  o Mary Ann and Lisa will do a general overview of the data reporting “landscape” the university has to work within.