

Ithaca College Charter for Data Governance

August 2018

What is Data Governance?

Data Governance is the set of practices that Ithaca College undertakes to curate its information resources in an effective manner in order to provide internal and external stakeholders access to consistent, high-quality, trusted information. It is achieved through explicit authority in management and use of data and includes all enterprise resource planning systems.

Background

In the past, Ithaca College collected, stored, and analyzed data according to the needs of the functional area(s) responsible for each piece of information. Beginning summer 2017, Ithaca College will establish the Enterprise Data Warehouse (EDW), a cloud-based integrated warehousing solution for institutional data across campus. College utilization of the EDW is expected to begin in the spring of 2018.

The successful integration of Ithaca College's information resources requires knowledge of the scope, form, storage, and retrieval processes of that information, coupled with strong standards regarding security, form, and the functional meaning of business terms. At the direction of the Chief Analytics Officer, a group of information systems managers and data stewards was assembled in spring 2017. Through exploration and discussion of campus-wide data governance issues, this "Data Governance and Discovery Group" developed a charter for Data Governance at Ithaca College.

Charge

The Data Governance Executive Committee coordinates all activities related to data governance at Ithaca College, including the inventory, security, standardization, definitions, and stewardship of institutional information.

Committee responsibilities include:

- Establishing appropriate responsibility for the management of institutional data assets
- Determining stewardship of institutional data elements according to job responsibility
- Understanding the scope and form of institutional data collected, stored, and accessed across campus
- Developing and maintaining standards for data definitions, entry, storage, form, and distribution
- Facilitating processes to improve the quality of data collection and maintenance, resulting in greater accuracy, timeliness, and understanding of information
- Identifying the proper security classification for data elements and collaborating with Information Technology (IT) to establish appropriate levels of control to ensure confidentiality and protect against loss
- Ensuring stakeholders have access to consistent, high-quality information about the College and its constituents
- Promoting the ethical use of data in College decision-making and operations in accordance with legal and professional guidelines specified by national associations (e.g., NACAC, NASFAA, EDUCAUSE, AIR)

Data Governance Structure

Data Governance Executive Committee

The Data Governance Executive Committee is a voting body consisting of approximately 7-10 members familiar with the information most heavily used in College operations. It includes representation from students, faculty, the Data Governance Working Group, and administration representatives as needed.

Ithaca College's Data Governance Executive Committee resides under the supervision of the Vice President for Enrollment Management (to whom the Chief Analytics Officer directly reports), who serves as the Committee's executive sponsor. Once the Committee has made a recommendation, the executive sponsor will submit that recommendation for approval from the Senior Leadership Team. The Data Governance Executive Committee will also maintain open lines of communication with Information Technology governance bodies to allow for collaboration as necessary.

Data Governance Working Group (Formerly Advisory Council)

The Data Governance Executive Committee receives direct input from the Data Governance Working Group, a group of approximately 20-30 data stewards and stakeholders with intimate knowledge of informational resources. Working Group members are ex-officio unless they are also acting as members of the Data Governance Executive Committee.

Advisements made by the Data Governance Working Group are communicated to the Data Governance Executive Committee via the functional representatives from the Working Group.

Membership

Data Governance Executive Committee

All voting members of the Committee are expected to serve a two-year term (staggered) and may be reappointed at the discretion of Committee. Members include:

- *2 Committee Chairs* – The Data Governance Executive Committee will be co-chaired by the Chief Analytics Officer and one non-student committee member.
- *2-3 Functional Representatives* – The Data Governance Working Group will periodically select 2-3 individuals from the Working Group to serve as Functional Representatives.
- *1-2 Student Representative(s)*, appointed at the discretion of the Student Government Council
- *1-2 Faculty Representative(s)*, appointed at the discretion of the Faculty Council
- *1 Administration Representative*, appointed as needed at the discretion of the Committee
- *1 Information Technology Representative*, appointed at the discretion of the Chief Information Officer

Data Governance Working Group

The Working Group will include 1-2 staff representatives (ex-officio) from each functional area on campus. These representatives are appointed by the appropriate Vice President in their division, and are expected to serve on the Working Group regularly. The Working Group will select one representative from amongst its members to serve as co-chair along with the Chief Analytics Officer. The co-chair of the Working Group is expected to serve a one-year term. The Working Group will be supported by a Secretary selected by the Chief Analytics Officer from the Office of Analytics of Institutional Research.

Initially, the Data Governance Working Group will be comprised of representatives from the following areas, with additional areas to be added at the discretion of the Working Group and appropriate Vice President:

- Admission
- Advancement Services
- Analytics and Institutional Research
- Finance and Administration
- Human Resources
- Information Technology
- The Registrar
- Residential Life
- Student Financial Services

Evaluation of Data Governance

Due to the constant change inherent in Ithaca College's technical and business environments, periodic review of the function and necessity of the Data Governance Executive Committee is needed. Every three years, the Committee will provide a report to the Vice President of Enrollment Management detailing its past contributions and recommendations regarding future functions and need for the Committee. At the conclusion of these review periods, the Vice President of Enrollment Management may recommend changes to the Committee charter, structure, or function, including the elimination of the Committee.

The Data Governance Executive Committee will conduct an annual internal review, soliciting feedback from members of both the Data Governance Executive Committee and the Data Governance Working Group. Feedback from these annual evaluations may be used to make alterations to Committee and Working Group practices, including amending this charter.

Appendix A: Data Governance Structure and Processes

