

Data Governance Committee Charter

Background

In fall 2011, the *Business Affairs Commission (BAC)* formed a *Data Task Force*, engaging all the commissions at a system-wide level. The task force included two members from each commission; with the exception of the *Research and Planning Commission (RPC)* represented by five members.

The goal of the *Data Task Force* was to gain executive sponsorship and commitment for a data governance program and to propose a data governance structure to the community and technical college presidents (*WACTC*). In 2011, data governance was an emerging discipline. This group tasked itself with the job of developing an organizational structure to leverage the system's existing functional and authoritative structures (e.g. commissions, councils, committees, and the ctcLink project governance structure).

WACTC approved the *Data Task Force* proposal in the summer of 2012 and tasked *RPC* with setting up and sponsoring a standing *Data Governance Committee* within its commission. This Charter draws upon this previous work.

Purpose and Vision

Data governance creates a culture of data quality by combining data management, data quality, and data policies through a system of decision rights. Data governance is not a one-time effort; rather, it requires ongoing monitoring to support continuous improvement. It deals primarily with orchestrating and standardizing the efforts of people and processes to optimize data integrity and quality.

The committee is a decision-making body that determines and seeks implementation of standardized coding schemas, data definitions and policies, and maintains quality control. This committee is comprised of members from each commission and the *State Board for Community and Technical Colleges (SBCTC or the State Board)* allowing for cross-functional decision-making. Each commission may sponsor ad-hoc workgroups to convene subject matter experts on a particular project.

During the first years of existence, the committee's primarily focus is the standardization of coding and definitions in support of the ctcLink project.

Scope

The scope of the *Data Governance Committee* is to monitor and resolve data issues in those Washington Community and Technical College state-wide data systems which contain standardized system data elements and those data elements used for mandatory external reporting. External reporting includes—but is not limited to—*SBCTC, the Department of Education, Carl D. Perkins Career and Technical Education Act, the Department of Personnel, and the Office of Financial Management.*

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Data elements not requiring standardized, system-wide codes for reporting or data-sharing are exempt from this process until the need for standardization.

Goals and Objectives

The *Data Governance Committee* will work together to:

- Identify, prioritize, track and resolve critical data issues.
- Establish clear accountability of system-defined data elements.
- Facilitate standardized data element coding schemas, where feasible and within scope.
- Facilitate better quality communication and collaboration related to data coding, use, and policies.
- Improve accuracy and reliability of data.

Guiding Principles

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- All recommendations and decisions should be fully documented to include the intended purpose, definition, and identified impacts. They should be accompanied by a diagnostic evaluation of issues with the current definition, how the data were represented under that definition, and how the data would look under the new definition.
- Align and leverage other related work when standardizing data definitions, e.g. Common Education Data Standards (CEDS), the Washington State Enterprise Standards Framework, the National Association of College and University Business Officers (NACUBO), the National Institution of Governmental Purchases (NIGP), and the National Information Exchange Model (NIEM).
- System consensus-based decision-making is preferred, but decisions will not require a unanimous decision.
- Minimize opportunities for “gaming.”

Data Management

- Identify and prioritize the purpose of the data collection. Is the data used for college level analysis, state level analysis, to report externally, used nationally, or for funding decisions?
- Keep it simple. Simplicity makes data easier to track, validate, and to find coding issues.
- Implement changes at the beginning of the academic or fiscal year whenever possible.
- Consider the effects of the decision to modify criteria from multiple perspectives including the student, college, district, *SBCTC*, and national viewpoints.
- Minimize the effects of the change on trend analysis and historical reporting.
- Minimize impacts on funding and policy changes.
- Ensure future needs, not just current or past needs, are being met by any changes implemented.

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Committee Composition

The committee will be comprised of:

- Two members from each of the seven commissions
- One co-chair from the *Research and Planning Commission*
- One co-chair from *SBCTC*

These 16 members share eight (8) votes (one per commission and one for the *SBCTC*) with the co-chair from *RPC* sharing in that commission's vote. An additional liaison from the *ctcLink project* is a non-voting committee member. Other advisory guests may attend meetings at the request of a member of the committee.

Co-Chairs: The committee will be led by one co-chair representing the *RPC* and one co-chair representing the *SBCTC* with the following leadership responsibilities:

Guide the committee in setting goals and objectives

- Set meeting agendas, run meetings, and help the committee follow through on action items
- Document meetings, decisions, ongoing work, and accountable commissions and make this information available to others.
- Report to the *RPC Executive Committee*
- Report to the *WACTC Technology Committee*

Data Governors: Members will be appointed by the president/chair of their respective commissions. They will join and participate in the committee as representatives of their commission. If any member is not able to attend three (3) consecutive committee meetings, the *Data Governance Committee* may request the commission replace the member. If a member is no longer in a job relevant to that commission they will be removed from that commission's representation. They may continue, however, as an emeritus non-voting member.

Data Governor's responsibilities:

- Actively participate in the *Data Governance Committee* on a two -year rotation.
- Attend *Data Governance Committee* meetings
- Manage the ad-hoc workgroup if the commission has been determined to be the accountable commission
- Liaison between the commission, councils, and the *Data Governance Committee*
- Solicit feedback from commission and college subject matter experts to ensure representative feedback

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Ad-Hoc Workgroups

Steward Coordinators: will be the presidents / chairs of their respective councils and will lead the ad-hoc work groups. These work groups will be comprised of subject matter experts from the councils and groups which report to the accountable commission, along with members of other councils and commissions who are in a consultant role. The ad-hoc workgroup will:

- Determine a standardized coding schema for assigned data elements after thorough research and outreach to both college staff and councils.
- Proposing standard coding schemas and data definitions to the *Data Governance Committee*.
- Escalating data-related issues to the *Data Governance Committee*.
- Implement data quality standards and all decisions of the *Data Governance Committee*.

Committee Authority

The *Data Governance Committee* is sponsored by the *Research and Planning Commission*. The *RPC* will monitor the committee's activities to ensure the committee is continuing to operate and fulfill the *RPC* work plan obligations associated with data governance.

It is the function of this committee to act as a decision-making body. However, some decisions must be escalated to other authorities.

- To the *WACTC Technology Committee* if there is a cost to implementation. Cost is defined as an IT expense at the system level. These costs may be incurred due to substantive changes to IT infrastructure, requirements for a new database / application, changes to data requiring going back in time and possibly impacting many systems that use the data, hiring necessary personnel to help and ensure work is done, or impacts the structure of data or the technology used to track it. It does not include routine college costs to implement.
- To the *SBCTC* if the decision requires a modification to the *SBCTC Policy Manual* or the *SBCTC Fiscal Affairs Manual*.

SBCTC retains the authority, in limited cases, to add or remove codes without approval from the *Data Governance Committee*. Primarily, these are existing standardized data elements with a set of codes to which changes are dictated by external sources (funding, legislators, US Postal Service, etc.). Examples:

- Adding a new fee pay status code to the table 3 fee pay table to allow the college to charge the appropriate tuition.
- Adding educational program codes to the table 3 approved program table.

Any additional codes created by *the SBCTC* will be communicated to the *Data Governance Committee*.

The colleges retain the authority to create additional codes for existing locally defined data elements without approval from the *Data Governance Committee*

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Implementation of coding decisions approved by the *Data Governance Committee* will be the responsibility of *SBCTC*.

Decision Making Practices

Each commission shall have one vote. The *State Board for Community and Technical Colleges (SBCTC)* shall also be granted one vote.

Business requiring a vote shall be submitted to the committee membership at least two weeks prior to a meeting where business will be considered. Only decisions to be made on coding require a vote. Other decisions made by the *Data Governance Committee* can be made by a less formal means.

Votes shall not be counted until all eight votes are cast, or when the two-week period has passed. Once all eight votes are received, the voting is concluded, even if the two-week period has not passed. Votes may be cast in-person, over the phone, or via email and will be documented by the *Data Governance Committee* co-chairs. Voting shall be approved by two-thirds (or 6) votes.

Communication

The *Data Governance Committee* will develop, implement, and monitor a communication map showing direction of communications into and out of the committee. This will include plans for documentation and accessibility to this documentation.

Meeting Schedule

The *Data Governance Committee* will meet no fewer than once per quarter, preferably monthly, to approve proposed data policies and standards, and monitor, prioritize and resolve issues. Additional meetings may be called if needed.

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Appendix

Decision Matrix

A = Accountable, the commission whose DGC Members are responsible for sending the request to a their Data Stewards group made up of appropriate members, including other commission listed as C who have affirmed their need to be involved in the process. These same DGC members will bring the final work product back to the DG Committee for a vote, affirming that this will work for the system as a whole.

C = Consulted, commissions with a possible need to be involved in the review and discussion of a data element. Since the matrix is organized at a database level a commission may decline to be involved in the discussion of a particular data element after they review the data element.

I = Informed, commissions with no need to be involved in the review and discussions of data elements, but do need to be aware of the work and informed of final decisions.

	Legacy Database	SMS - student	SMS – course & program	FAM - Financial Aid	PPMS (personnel)	FMS (Financials & facilities)	SBCTC Datawarehouse
Commission / Organization	PeopleSoft Database	CS – Campus Solutions	CS – Campus Solutions: Academic Structure	CS – Campus Solutions	HCM – Human Capital Management	FSCM – Financials Supply Chain Management	SBCTC Datawarehouse
BAC – Business Affairs		C	C	C	C	A	C
HRMC – Human Resources		C	C	C	A	C	C
ITC – Information Technology		I	I	I	I	I	I
IC – Instruction		C	A	C	C	C	C
PIC – Public Information		I	I	I	I	I	I
RPC – Research and Planning		C	C	C	C	C	A
WSSSC – Student Services		A	C	A	C	C	I
SBCTC – State Board		C	C	C	C	C	C