

DATA GOVERNANCE PROGRAM

ISSUE BRIEF

What is Data Governance?

Data Governance is an emerging discipline that combines data management, data quality and data policies through a system of decision rights. It is not a one-time effort but requires ongoing monitoring to promote continuous improvement. It deals primarily with orchestrating and standardizing the efforts of people and processes to optimize outcomes around data assets, enhancing their integrity and quality.

Why do we need a Data Governance program?

- An Efficiency Study recommendation.
- Recommended by Gartner for the ctclink project.
- Increased ability to identify common data quality problems and to target interventions.
- Increased ability to define and implement standard data definitions.
- To determine and enforce consistent definitions of data elements across all colleges.
- More efficient use of resources.
- Save resources and time through fewer data resubmissions, corrections and audits.

How will the Data Governance program be implemented?

The data governance program will be implemented in two phases.

Phase I — During the first years of program implementation and as we migrate from many decentralized data systems to one centralized ERP solution, the program will work very closely with the ctclink project governance and focus on standardization.

Phase I Data Governance Committee objectives:

- Develop a set of program goals that are meaningful and measurable.
- Develop a charter including program scope.
- Develop guiding principles (e.g. determining when data is defined as owned locally or at the system level).
- Identify the owner of each data element and assign data stewardship role.
- Establish a communication plan between the Data Governance Committee and ctclink.
- Develop a communication plan between the Data Governance Committee and the Data Domain Stewards and the Operational Data Stewards.
- Identify, prioritize, track and resolve critical data issues.
- Determine desired meta-data documentation and format.
- Provide input and approval of standard data definitions.
- Develop a standard method for documenting modifications to codes.
- Develop data quality measurement and reporting system.

Phase II — As the ctcLink project wraps up, the program will evolve into Phase II with a focus on data quality.

Phase II Data Governance Committee objectives:

- Identify, prioritize, track and resolve critical data issues.
- Provide input and approval of standard data definitions
- Develop data quality measurement and reporting system

Data Governance operating model

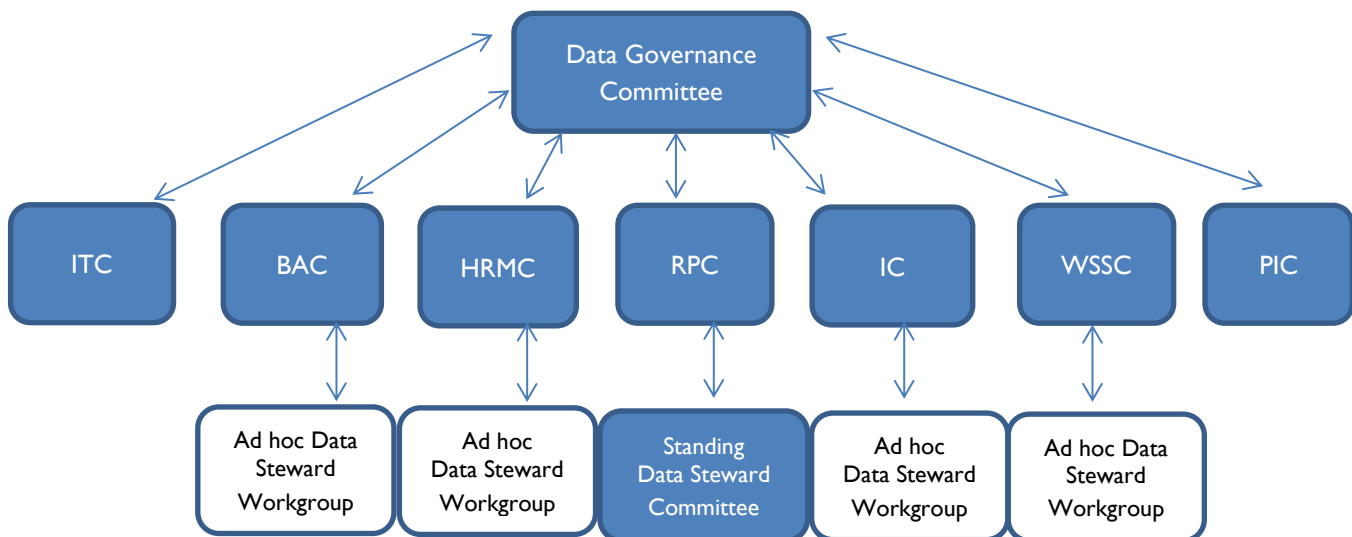
The Research and Planning Commission (RPC) hosts the Data Governance Committee.

The Data Governance Committee shall provide oversight and decision making authority over data related issues. This committee shall include two members from each of the seven commissions as well as a co-chair from the Research and Planning Commission and a co-chair from the State Board. This allows for a cross-functional decision making. Members of this committee are referred to as Data Governors.

The Data Governance Committee meets monthly to analyze and approve proposed data policies and standards, and monitor, prioritize and resolve issues.

Data stewards are *accountable* for the execution and maintenance of the data according to the definitions, policies and standards determined by the Data Governance Committee.

Data Governance operating model

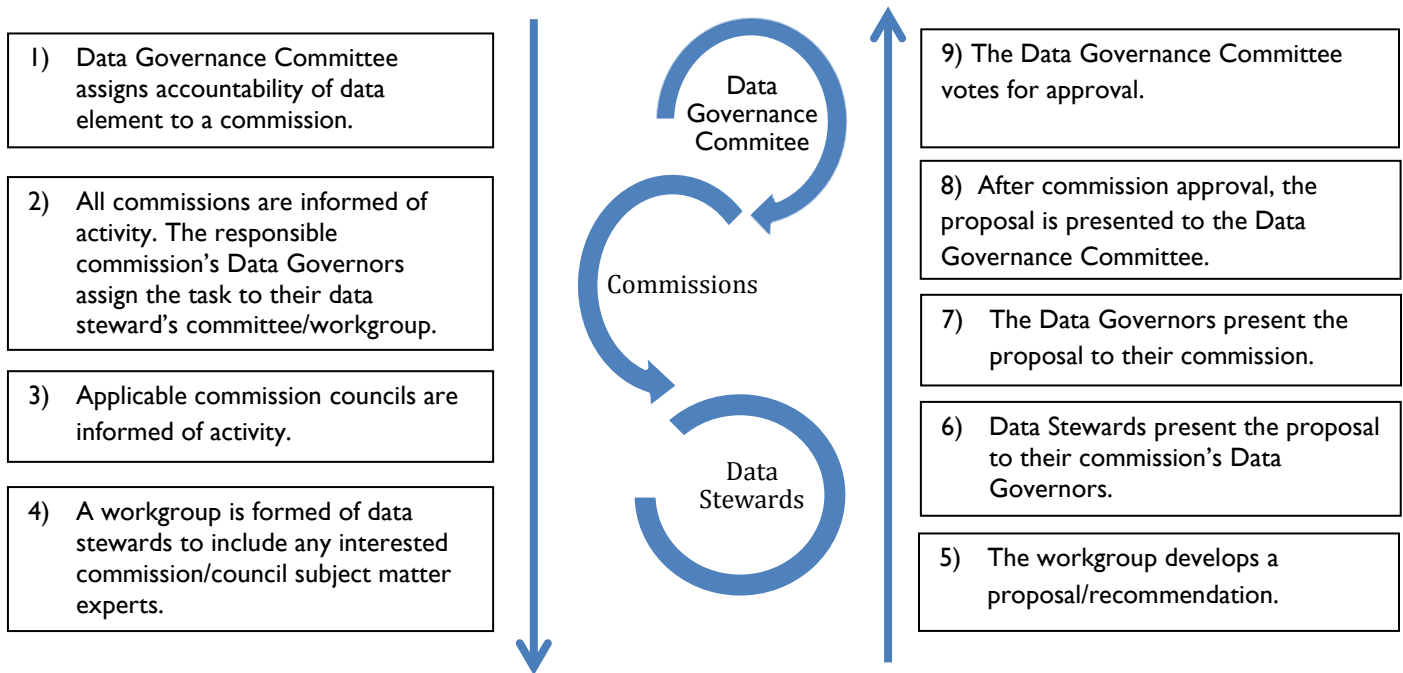


- Each commission will determine which councils or standing committees (such as the PPMS users group) will participate in data governance.
- RPC will form one standing data steward committee focused on derived reporting and research data elements as well as data quality.
- The rest of the commissions will create ad hoc data steward workgroups when needed. If there is a workgroup already formed focused on the data element, they will be contacted and asked to work within the data governance program, following the programs approval structure and guiding principles. If a workgroup is not already in place, one will be formed consisting of subject matter experts.
- ITC and PIC will not form a standing or ad hoc committee, but will include commission members in data steward discussions when needed.

Data Governance Committee process flow

- The Data Governance Committee determines a data element task.
- The Data Governance Committee determines which commission is accountable for the data element.
- The data element accountable commission, task expectations and due date are documented by the Data Governance Committee.
- The accountable commission's data governor informs/creates their data steward committee/workgroup.
- The data steward committee/workgroup completes the task and communicates the proposal to their data governors.
- The data governors communicate the proposal to their commission.
- The data governors communicate the proposal to the Data Governance Committee.
- The proposal is voted upon by the Data Governance Committee.
- Approved proposals are communicated to the State Board for implementation.

Data Governance operating model



Data Governance Committee members

The current listing of Data Governance Committee members is located here:

<http://www.sbctc.edu/colleges-staff/commissions-councils/dgc/default.aspx>

Data Governance Committee charter

The Data Governance Committee charter is available here:

<http://www.sbctc.edu/colleges-staff/commissions-councils/dgc/default.aspx>

Data Governance Committee history

November 2011: Business Affairs Commission

Terence Hsiao, the BAC Technology Committee chair, assembled a small group of system employees to discuss how to implement data governance and data element standards in our system. This core planning group included representatives from the BAC, ITC, ctcLink and WARP. The group quickly came to the consensus to form a system task force with representatives from each of the commissions to determine the framework for data governance in our system.

February 2012: Data Governance Task Force

Organized and tasked with creating a recommendation for WACTC on implementing a Data Governance framework within our community and technical college system. In addition, clear and consistent business definitions of data elements will be a very important component of implementing replacement administrative systems (the ctcLink project).

July 2012: Research and Planning Commission

The Research and Planning Commission (RPC) agrees to sponsor Data Governance Committee as the proposal moves forward.

September 2012: WACTC Technology Committee

WACTC Technology Committee approves the proposal for RPC to sponsor and implement a data governance program.

October 2012: RPC appoints Carmen McKenzie (SBCTC) and Susan Maxwell (Clark College) as co-chairs

Work begins on membership, gathering information about current commission structures, and communicating with commissions about data governance.

January to March 2013: Commissions appoint members to Data Governance Committee

Two members are appointed by each commission for a two year period. They will share one vote for their commission.

March 2013: Kick-off meeting for Data Governance Committee

Two members from each of the seven commissions along with two co-chairs meet to organize the committee and work on Charter, Guiding Principles, Decision Matrix, and Communication Plan.

Data Governance and ctcLink and IT Governance Collaboration

Students have always been able to get high school diplomas from our two-year colleges. Students can either earn an associate degree and ask for a high school diploma after the fact, or work with colleges to complete courses missing from their high school transcripts. (Associate degree-holders must be at least 21 years old or have earned their degrees through the Running Start program.)

Data Governance governs the data while IT Governance governs the technology. Data and technology converge to create a usable transactional/data warehousing environment (ctcLink). Linkages between Data Governance and IT Governance are needed to guarantee effective and efficient management of the data.

Resources

Dataversity.net

This site provides a vast amount of information related to data governance including whitepapers and webinars.

