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## CTC Data Governance Committee

The new CTC Data Governance Committee, sponsored by the Research and Planning Commission, held its kick-off meeting on March 14<sup>th</sup>, 2013. The meeting focused on organizing the committee, determining its scope, and drafting guiding principles for decision making. The committee continues to meet monthly.

### Scope

The scope of the Data Governance Committee is to make data-related decisions regarding any data elements used for mandatory reporting. Mandatory reporting includes, but is not limited to: SBCTC, the Department of Education, the Department of Personnel, the Office of Financial Management and the state legislature.

### Goals and Objectives

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

### Decision-Making Guidelines Principals

- Data decisions that have a financial impact will be referred to the WACTC Technology Committee for final approval.
- Data decisions that have a policy impact will be referred to the SBCTC for final approval.
- Decisions will be made by majority rule, but system-wide consensus is preferred.
- Considering the effect on the ctcLink project for any proposed modifications of data definitions or standardization.
- Align and leverage 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 Institute of Governmental Purchasing (NIGP), and the National Information Exchange Model (NIEM).
- All recommendations and decisions should be fully documented to include the intent, purpose, definition and impact. The recommendations and decisions should also be accompanied by a diagnostic evaluation of the issues with the current definition, how the data are represented under the current definition, and how the data would look under the new definition.

## Structure

**Data Governance Committee:** Each commission appoints two data governors. The Research and Planning Commission appoints a co-chair in addition to the two representatives. The State Board appoints a co-chair/coordinator.

**Steward Coordinators:** Each commission determines which of its councils or committees will participate in the data governance program. The president of each designated council will serve as the data steward coordinator. The data steward coordinator will serve as the communication point as well as the ad-hoc workgroup lead.

**Ad-Hoc Workgroups:** Data-related tasks are assigned to the accountable steward coordinator by the commission's data governors. The steward coordinator will create an ad-hoc workgroup. The workgroup should be comprised of a cross-functional representation of commission/council subject matter experts.

**Data Stewards:** Everyone who works with data is responsible for the stewardship of data. Data stewards will be asked by steward coordinators to serve on ad-hoc workgroups related to activities such as standardizing specific data elements.

## Data Governance Process Flow

