



## Data Governance Committee Charter

### I. Purpose

The Data Governance Steering Committee (“Committee”) is responsible for instituting a data governance structure for managing the University’s data. It does this by enabling intentional decision-making about the University’s data assets.

### II. Structure and Membership

A. The Committee is chaired by the Assistant Vice Provost for Institutional Research and Analysis, who is the institutional lead for Data Governance. The Committee includes one or more representatives from Business and Financial Affairs, Academic Administration, Information Technology, Advancement, Registrar, and Compliance and Risk Management. These individuals have a strong understanding of the data needs, infrastructure, and issues in their area. The Committee meets not less frequently than quarterly and as needed.

The Committee may from time to time create task forces to implement projects that it determines are a priority and that require deeper consideration.

B. The Committee will oversee the implementation of the University’s [Data Governance Framework](#) and strategic data-related decision-making. The University’s Data Governance Framework consists of the Data Governance Steering Committee, the Data Stewardship Committee, and Data Custodians.

- The **Data Governance Steering Committee** sets strategic direction for data governance at DU, monitors progress on data governance activities and committees and is charged with ensuring the overall success of the program.
  - Each of the Data Domain Chairs for the four (4) Data Domain will serve on the Data Governance Steering Committee.
  - Based on the recommendation of the Data Governance Steering Committee, the Chancellor’s Cabinet will nominate individuals with expertise in each Data Domain to serve as the Data Domain Chairs.

- The four (4) Data Domains, and the Committee's initial recommended Data Domain Chairs are:

1. **Administrative/Finance** – Janet Burkhardt, AVC University Financial Services
2. **External Partnerships** – Lisa Redfield, Executive Director, Strategic Analytics & Prospect Development
3. **Education (Student Records)** – Dennis Becker, University Registrar
4. **Research Data, Services, and Ethics** – Chair is a faculty member determined by the Research Data, Services, and Ethics Committee process through the oversight of the Vice Provost of Research.

- The **Data Stewardship Committee** includes Data Stewards from each functional area within the Data Domains.
  - **Data Stewards** are appointed by the participating and approved departments, which represent the functional areas within each Data Domain with direct oversight of the data.
  - **Data Custodians** are technical data experts and Informational Technology resources with expertise in data storage, integrations, and technologies.

### III. Responsibilities

**A. Data Governance Policies and Standards:** The Committee will develop and implement guidelines and practices to protect data security and privacy and to enable appropriate data access. The following factors will be considered to align guidelines and practices with institutional policies, information security best practices, and risk management principles:

#### 1. Data Quality:

- Standards for accuracy, completeness, consistency, and reliability.
- Procedures for data quality assessment and improvement.

#### • Data Security:

- Policies on data access, data encryption, and data anonymization.
- Incident response plans for data breaches.

- **Data Privacy:**
  - Compliance with laws and regulations (e.g., FERPA, HIPAA, GDPR, CPA, etc.).
  - Guidelines for handling personal and sensitive information.
- **Data Classification**
  - Establish a process for data classification
  - Maintain data classification matrix

**B. Data Management Processes and Infrastructure.** The Data Governance Steering Committee will be responsible for advising University senior leadership on recommended processes and infrastructure to support a modern data ecosystem that will address the following strategic goals:

**1. Data Management:**

- Guidelines for data creation, storage, archiving, and deletion.
- Data ecosystem (warehousing, reporting and analysis)
- Establish a records retention schedule

**2. Data Access and Sharing:**

- Procedures for granting access to data.
- Frameworks for data sharing within and outside the University.

**3. Data Reporting and Use:**

- Standards for reporting data.
- Best practices for data analysis and utilization in decision-making.

**4. Data Governance Issue Review Process**

- Develop and implement a Data Governance Issue Review Process to address data governance questions that Data Stewards are not able to resolve independently.

**C. Create a Culture of Responsible Data Use** that values data and makes intentional decisions about its use and security.

**1. Training and Awareness**

- Establish and oversee programs of communications and training about data and data governance for data stewards, data custodians, and data users.
- Regular awareness campaigns on data governance policies, data security, and privacy best practices.

## **2. Monitoring and Reporting**

- Implementation of tools and processes for monitoring data quality and policy compliance.
- Oversee a network of data owners and stewards, providing frameworks for decision-making and reviewing / signing off decisions about data classification, retention, etc.
- Regular reporting to University senior leadership on program progress, issues, and outcomes.

## **3. Continuous Improvement**

- Process for reviewing and updating data governance policies and standards.
- Mechanisms for feedback from data users to inform improvements.

Approved by the Data Governance Steering Committee on \_\_\_\_\_, 2024.