

# Data Governance and Standards Committee Charter

## Purpose

In aligning with the priorities established in Lehigh University's Strategic Analytics Plan, charged by the Provost and Vice President of Academic Affairs and the Vice President for Finance and Administration, the mission of the Data Governance and Standards Committee (DGSC) is to promote appropriate data use through planning, policy, and protocols at Lehigh. The Data Governance and Standards Committee is comprised of Data Stewards, the Chief Information Security Officer, the Data Governance Manager, the Chair of the committee, and representatives from additional units who have a vested interest in the Data Governance Program. The members of the DGSC provide University-level knowledge and understanding for a specific data area (e.g., student data, financial data, HR data, alumni/development data, etc.).

Guided by the Data Governance Executive Committee, members of the DGSC are responsible for data quality and data integrity, including consistent data definitions and their application throughout connected systems. They collaborate with other data stewards and data managers to ensure that overlapping areas work across the University. DGSC members work with security, privacy, and compliance staff to ensure that data are classified appropriately and appropriate training is provided to users who will be entering the data. Working with the Data Governance Executive Committee, the DGSC will support the use of data and information resources to promote organizational decision-making.

## Responsibilities

The University has vested the authority in this committee to create policy and procedure to carry out the responsibilities listed below:

**Operational Oversight, Data Retention, and Archiving:** The Data Governance and Standards committee members are responsible for defining and implementing policies and procedures for the day-to-day operational and administrative management of systems and data, including the intake, storage, processing, and transmittal of data to internal and external systems.

- To ensure compliance with data policies and procedures, DGSC members provide training oversight and documentation for employees in their direct functional area with data-entry and maintenance responsibilities in order to ensure consistent information is provided to all users in that area. Data policies and procedures should be made available to other University employees who use/have access to the data.
- DGSC members are accountable to define and document data and terminology in a Data Standards manual/glossary/software. This includes ensuring that each critical data element has a clear definition and is still being used—or retiring those that are not—and that adequate documentation is developed, maintained, and distributed appropriately.
- DGSC members must ensure that retention and archiving includes practices that relate to the effective and efficient preservation of data and information.

**Data Quality and Consistency:** DGSC members are ultimately responsible for establishing data-quality metrics and requirements, including defining the values, ranges, and parameters that are acceptable for data elements.

- DGSC members work with other stakeholders and departments to establish procedures for detection and correction of data-quality issues and collaborate with process owners to establish policies, procedures, and internal controls affecting the quality of data.
- DGSC members engage in the ongoing and detailed evaluation of data quality, the identification of discrepancies, and the contribution of expertise to understand the root cause and implement corrective measures. This task will be done in conjunction with data managers and appropriate LTS staff.
- DGSC members facilitate communication regarding business process changes that may affect downstream systems or analytics relating to specific data elements. The Data Governance Manager will also share this information on the Data Governance website.

**Privacy, Security, and Risk Management:** Under the guidance of the Chief Information Security Officer, DGSC members support the oversight of privacy, security, and risk management pertaining to data.

- In conjunction with the Chief Information Security Officer and data managers, the Data Governance and Standards Committee must establish University guidelines and protocols that govern the proliferation of data to ensure that privacy controls are enforced in downstream applications. Guidelines and protocols must align with already established policies, such as the [Data Administration Policy](#).
- DGSC members facilitate the establishment of information security requirements, including data classification and identification. In addition, DGSC members must be knowledgeable in regulatory and compliance requirements (as communicated by CISO) relevant to their data domain(s) to evaluate risks to the confidentiality, integrity, or availability of the data based on an in-depth understanding of processes and the likelihood and impact of adverse outcomes.
- DGSC members must compile retention, archival, and disposal requirements and ensure compliance with institutional policy and regulations.
- DGSC members will establish and implement practices to ensure that the life span of data is commensurate with requirements.
- DGSC members must protect data while striking a balance between transparency and privacy.

**Policies, Procedures, and Standards:** DGSC members define policies and procedures for access to data, including the criteria for authorization based on role and/or the individual. Functional areas accessing data from a Banner module must comply with the policies and procedures set forth by the Data Steward of that module.

- Responsibilities include oversight of data and system access requests, approval, provisioning, and deprovisioning processes within their data domain to ensure they are appropriate and commensurate with risk.

- Working closely with the Chief Information Security Officer and data managers, DGSC members evaluate any suspected or actual breaches or vulnerabilities in confidentiality, integrity, or availability and report them to the appropriate department and/or agency.

### **Agenda Procedures**

- **Proposals:** Proposals must be submitted via the [Data Governance Proposal Submission Form](#) at least 3 weeks prior to the upcoming meeting in order to be discussed at that meeting. Following the [Proposal Procedures](#), when a proposal has been submitted for review, there will be a first and second read conducted before the vote is finalized. Once a proposal has been accepted for implementation, the partnership of the Data Governance Manager and the Enterprise Systems Representative will ensure that the agreed upon proposal is carried to completion. In the event that Banner General is not affected by a proposal, the Data Governance and Standards Committee should appoint someone else to assist the Data Governance Manager.
- **Agenda Items:** All agenda topics must be submitted 2 weeks prior to any given meeting if they are to be considered for review.
- The Chair of the Data Governance Committee and the Data Governance Manager are responsible for the creation and distribution of the DGSC agenda. The agenda will be emailed to committee members 1 week prior to the upcoming meeting.

### **Meetings**

- The Data Governance and Standards Committee will meet monthly.
- In the event that a committee member cannot attend the meeting, it is strongly suggested that they send a representative from their area in their place to take notes and communicate any relevant information in order for all functional units to be represented at the meeting.
- The following areas will have 1 representative responsible for voting on proposals or other items: Development & Alumni Relations, Finance & Payroll, Human Resources, Institutional Research, Student, and the Chief Information Security Officer. These areas may be redefined as needed. It is the responsibility of the voting member to hold regular meetings with their functional area or other interested/invested individuals to discuss both overall data governance issues and issues specific to their area. The expectation is that this representative will then bring any concerns to the Data Governance & Standards Committee. If a resolution is not obtained, the topic will be elevated to the Data Governance Executive Committee.

### **Minutes**

- The Data Governance and Standards Committee will be required to take and post minutes. Summary of meeting notes will be taken and posted by the Data Governance Manager in the Data Governance & Standards Committee Team Google Drive under "Meeting Agendas & Minutes".

**Members**

- The Data Governance and Standards Committee is comprised of Data Stewards, the Chief Information Security Officer, and selected representatives from additional units who have a vested interest in the Data Governance Program. The Data Governance Executive Committee determines which areas will have representation in the DGSC.
- The Assistant Vice Provost for Institutional Research & Strategic Analytics is responsible for chairing this committee.
- The Data Governance Manager and the Enterprise Systems Representative will work together as a partnership to facilitate the successful implementation of Data Governance proposals.

**Members of the DGSC as of 4/1/2020 (Voting Members in gray)**

**Data Stewards**

<b>Banner Module Responsible For (if applicable)</b>	<b>Functional Area</b>	<b>Title</b>	<b>Name</b>	<b>Department</b>
	Banner General	Senior Database Analyst	Erica Gluszynski	LTS, Enterprise Systems
Advancement	Development & Alumni Relations	Senior Director, Information Services	Sean Shappell	Development and Alumni Relations
Finance	Finance	Controller	Steven Crouch	Controller's Office
	Accounts Payable	Controller	Steven Crouch	Controller's Office
	Capital Asset Accounting	Controller	Steven Crouch	Controller's Office
	Endowment	Controller	Steven Crouch	Controller's Office
	General Finance	Controller	Steven Crouch	Controller's Office
	General/HR	Controller	Steven Crouch	Controller's Office
	Grants	Controller	Steven Crouch	Controller's Office
	Proposals	Director	Susan Disidore	Office of Research & Sponsored Programs
	Purchasing	Executive Director	Mark Ironside	Business Services

Human Resources	Human Resources	HRIS Programmer/Analyst	Chris Samuel-Maynard	Human Resources
	Human Resources/Payroll	HRIS Programmer/Analyst; Controller	Chris Samuel-Maynard; Steven Crouch	Human Resources; Controller's Office
Student	Student	Director of Technology & Campus Services	vacant	Registration & Academic Services
	Admissions - Graduate	Director of Enrollment Management Services and Systems	Jennifer O'Brien-Knotts	Provost Office
	Admissions - Undergraduate	Director of Admissions	Bruce Bunnick	Admissions and Financial Aid
	Accounts Receivable	Information Systems Manager	Ingrid Green	Bursar's Office
	Faculty Affairs	Deputy Provost for Faculty Affairs	Jackie Krasas	Provost Office
	Financial Aid	Director of Financial Aid	Jennifer Mertz	Office of Financial Aid
	Institutional Research	Assistant Vice Provost	Yenny Anderson	Institutional Research & Strategic Analytics

**Additional Representatives From Functional Areas**

Functional Area	Title	Name	Department
	Chief Information Security Officer	Eric Zematis	Library & Technology Services
	Manager, Identity & Access Management	Colin Foley	Library & Technology Services
	Chief Technology	Ilena Key	Library & Technology

	Officer		Services
Athletics	Associate Director	Taryn Gall	Athletics
Finance & Administration Systems	Assistant Director	Walt Conway	Finance and Administration
International Affairs	Systems Manager	Chris Harvey	Office of International Affairs
Library & Technology Services	Director, Enterprise Systems	Kurt Weber	Enterprise Systems
Student Affairs	Director, Assessment and Student Life Curriculum	Meg Munley Stone	Student Affairs

**Ex officio Members**

<b>Title</b>	<b>Name</b>	<b>Department</b>
Data Architect	John Zekind	Library & Technology Services
Data Governance Manager	Casey Petroski	Institutional Research & Strategic Analytics

*The Data Governance and Standards Committee will conduct an annual review of this charter and make appropriate updates as needed.*

Version: August 13, 2018

Reviewed and approved: September 1, 2018