MISSION

The information technology governance committees will be part of the University’s IT governance structure, providing recommendations to the CIO and the Information Technology Executive Steering Committee (ITESC) regarding strategies, priorities, policies and standards for campus IT. The ITESC will oversee the activities of the governance committees and ensure that timely decisions are made and feedback provided regarding issues and recommendations brought to its attention.

The Institutional Data Coordinating Committee has as its specific mission the creation and maintenance of a set of processes to ensure that important data assets are formally managed throughout the University. Data governance should ensure that data can be trusted and that accountability for data quality and protection exists.

DECISION DOMAINS

Committee members will raise IT-related issues and participate in discussions to formulate recommendations to the ITESC with a holistic perspective of the University’s needs rather than representing the interests or needs of a particular school or department.

The Institutional Data Coordinating Committee will be responsible for coordination of enterprise data management activities including:

- Establishment of standard definitions and documentation of data relationships for administrative data, ultimately leading to an enterprise data model
- Establishment and implementation of data standards, including those ensuring security of sensitive data
- Implementation of consistent processes for collecting, matching, aggregating, quality-assuring, securing and distributing data throughout the organization to ensure consistency and control in the ongoing maintenance and use of the data.
- Use of data warehouse and other tools for data access, including reporting standards

AREAS OF FOCUS

- Strategic Alignment
  Ensuring alignment of the University’s data management strategies with the University’s mission, needs and objectives

- Value Delivery
  Assuring that data management and access strategies deliver benefits and provide value
• Resource Management
  Ensuring optimal investment in and proper management of data access resources including reporting tools, data architecture and infrastructure, and support staff

• Risk Management
  Ensuring understanding and awareness of risks such as data exposure and system compromise, and effective, appropriate management of these risks. Ensuring that standards are in place to reduce risks associated with inconsistency in the use of institutional data.

MEMBERSHIP

A committee chairperson will be appointed by the Provost. Committee membership will be reviewed every two years and adjusted as appropriate.

Committee members as of November 2013 are as follows:

• Assistant Provost for Institutional Research & Assessment, Lynn Williford (Chair)
• Assistant Provost & University Registrar, Chris Derickson
• Vice Provost, Finance & Academic Plan, Dwayne Pinkney
• Executive Director, Enterprise Reporting and Departmental Systems, Scott Jackson
• Director, Internal Audit, Phyllis Petree
• Interim Information Security Officer, Kevin Lanning
• Director, Institutional Records & Reporting Compliance, Regina Stabile
• Associate Vice Chancellor for Research, Office of Research and Economic Development, Andy Johns
• Senior Director, Human Resources, Rich Arnold
• Deputy Secretary of the Faculty, Anne Whisnant
• Records Management Archivist, Lawrence Griffin
• Electronic Records Archivist, Meg Tuomala
• Associate Vice Chancellor for Business Services and Administration, Meredith Weiss

PROCEDURES

• Committee activities – Committee support will be provided by the chairperson.

• Agendas and meeting structure – The chairperson and ITS representatives will collaborate on agenda items necessary to implement the governance structure mandated by University policy. They will also collect agenda items from committee members and circulate agendas in advance of each meeting to ensure informed discussions of scheduled topics.

• Meeting frequency – at least quarterly. The committee will determine modifications to the schedule based on needs related to current activities.

• Reporting – The chairperson will raise issues and recommendations to the IT Executive Steering Committee as necessary.
• Documentation of proceedings – All meetings shall have notes of discussions, recommendations and action items.

With these guidelines as a basis, the committee will determine its need for other operational procedures.

Effective Date:
Revised Date: November 24, 2013