# CHARTER

# INFORMATION TECHNOLOGY GOVERNANCE

**ENTERPRISE DATA COORDINATING COMMITTEE**

**MISSION**

The Enterprise Data Coordinating Committee supports through the development of policies, standards, procedures, forms, and other guidance, the governance of information at the University to ensure that data can be trusted and to maintain accountability for data availability, quality, integrity, and protection.

# PRINCIPLES

* Providing quality data is a critical success factor for the University
* University data should be managed and protected by individuals responsible for compliance with federal, state, UNC System, and UNC Chapel Hill policies, standards and procedures regarding data privacy, security, and appropriate usage
* University data should be available to enable decision making for the good of the University

# DECISION DOMAINS

Committee members will consider issues associated with the management of University enterprise data and, among other responsibilities, formulate recommendations to the CIO for policies and standards related to enterprise data including data protection, data quality, ownership (and authorization to use), formal management and compliance with federal, state, UNC System, and UNC Chapel Hill policies, standards and procedures. The EDCC will use standing and ad-hoc working groups to address areas of need with respect to University Data Governance.

The Enterprise Data Coordinating Committee will be responsible for:

* Drafting of **policy, standards and some procedures** about University enterprise data, and reviewing those documents once approved
* Defining **roles and responsibilities** of those who make decisions about University data
* Providing guidance on **appropriate** **protection** of enterprise data
* Developing training and other materials to support **proper stewardship** of data, as well as appropriate **collection, distribution, and appropriate use** of enterprise data
* **Recommend projects** and provide oversight for those projects necessary to implement a clear and consistent **data quality** effort across the identified data sources for reporting and data analysis
* Assist with **standardization** and **organization** of data requests where it would improve efficiency and effectiveness
* Form ad-hoc or working groups as needed to **resolve data governance issues** or collaborate with other campus groups

# MEMBERSHIP

All committee members have a two-year term which could be extended for an additional two-year term as approved by the CIO. The chairperson (or co-chairs) will rotate every two years and be selected by the CIO. Each committee member is expected to participate with a perspective of the University’s needs rather than representing the interests or needs of a particular school or department.

# STRUCTURE

The EDCC includes two sub-committees and a standing working group. A Steering Committee meets as needed to determine matters related to the activities of the committee. The Functional Sub-Committee makes recommendations to the full EDCC or to the Steering Committee on needed policies or modifications to existing policies, creates training materials, procedures, standards, forms, and other documentation, and analyzes data governance issues in order to recommend solutions. Output from the Functional Sub-Committee goes to the Steering Committee or to the full EDCC for action. The Data Governance Oversight Group (DGOG) is a standing working group composed of Data Trustees, Data Stewards, Data Managers/Subject Matter Experts, and designated staff as described in the *Enterprise Data Governance Standard*. The DGOG operates as a central direct data management resource and makes independent decisions as needed regarding data classification, data use, and related functions.

The EDCC may create ad-hoc groups as needed to address specific projects or issues, those groups may include non-EDCC members but must include at least one EDCC member.

Committee membership shall include individuals in the following roles (or their designates), appointed by the CIO:

# Data Steward for Student data

# Data Steward for Personnel data

# ITS Representative

# Representative for Research

# Internal Audit Representative

# Office of University Counsel Representative

# University Archivist

# Office of Institutional Research and Assessment Representative

# One or more Representatives of the UNC Schools

# One or more Data Managers in Student, Finance, and Personnel domains

# Chief Information Security Officer

# Chief Privacy Officer

# ITS Staff Liaison (Ex-Officio)

# PROCEDURES

* Committee activities – Committee and sub-committee support will be provided by the ITS staff liaison.
* Agendas and meeting structure – The chairperson(s) will collaborate on agenda items necessary. They will circulate agendas in advance of each meeting to ensure informed discussions of scheduled topics.
* Reporting – The chairperson will raise issues and recommendations, as needed, to the CIO or their designate as necessary.
* Documentation of proceedings – All meetings shall have minutes covering discussions, recommendations and action items.

# Effective Date: 11/1/2016

**Revised Date: 12/10/2020**