

# Dixie State University Policy

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## 120 Institutional Data Governance



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### I. Purpose

- 1.1 This policy outlines the framework of data governance. Data governance provides the structure, strategy, and support needed to ensure that institutional data is managed and used as a strategic University asset. Data governance also facilitates accurate analytics and reporting, which helps to answer key questions and inform decision-making by leadership, internal audiences, and external agencies.

### II. Scope

- 2.1 This policy applies to all institutional data whether individually controlled or shared, standalone, or networked. While data governance encompasses the use of data as a strategic asset, data are subject to additional information security standards as outlined in Policy 463 Information Technology Security.

### III. Definitions

- 3.1 **Data Custodian:** Any employee or other authorized affiliate with administrative or operational access to information and/or information technology resources as part of their normal job functions.
- 3.2 **Data Manager:** A position that has direct supervision of people and/or processes that collect, create and utilize data that is maintained by University data systems or software.
- 3.3 **Data Steward:** An administrative position responsible for a University unit or department, typically a vice-president, a direct report to a vice-president, or an appropriate deputy designated to act in that capacity.
- 3.4 **Institutional Data:** All data elements relevant to operations, unit-level

planning and management of any unit, data that are reported or used in official University reports, and data that resides in or is generated as a result of utilizing enterprise transactional systems.

## IV. Policy

- 4.1 To support informed decision-making, institutional data must be seen as an asset—useful, valuable, and of quality. Data governance strategy will focus on multiple areas, including data usage, data quality, data integrity, and data documentation and definitions.
  - 4.1.1 Data quality – guidance on the accuracy, availability, data standards, and the intended use of the data.
  - 4.1.2 Data integrity – assurance of the consistency of the data over time.
  - 4.1.3 Data usage – direction on the purpose and intended use of the data, including distribution and misuse.
  - 4.1.4 Data documentation and definitions – Information about how and where the data is stored, and descriptions of the data for those who may be unfamiliar with it.
- 4.2 Data governance is owned by the Office of Institutional Effectiveness. Executive leadership is provided by the Executive Director of Institutional Effectiveness. Administration, program design, and development are under the auspices of the Director of Institutional Data Governance.
- 4.3 Data Governance Structure
  - 4.3.1 The Institutional Data Governance (IDG) Committee
    - 4.3.1.1 The Institutional Data Governance (IDG) Committee is responsible for enhancing institutional data governance by setting objectives and approving accompanying project plans, ensuring project resources are available and adequate to meet established timelines, and communicating data governance strategy across campus. They oversee the activities of the Data Governance Working Group and approve subcommittees and ad-hoc committees of the Data Governance Working Group as necessary.
    - 4.3.1.2 The Data Governance Committee is chaired by the Executive Director of Institutional Effectiveness and is comprised of the Director of Institutional Data Governance, the Director of

Strategic Analytics, the Data System Managers (see 4.3.4), and the Chief Information Officer.

#### 4.3.2 The Data Governance Working Group

4.3.2.1 The Data Governance Working Group is a subcommittee of the Institutional Data Governance Committee. They are responsible for establishing project plans and proposing subcommittees and ad-hoc committees to meet the objectives set by the IDG Committee. Within their own area of leadership, they will assist in documenting and institutionalizing data processes, identifying and executing necessary process improvements, creating metadata documentation, verifying and approving curated data sources, and creating processes for data quality assurance (e.g. missing data, data consistency).

4.3.2.2 The Data Governance Working Group is chaired by the Director of Institutional Data Governance and is comprised of the Data Governance and Reporting Analyst, the Data Managers, and the Director of Administrative Computing.

#### 4.3.3 Subcommittees and Ad-hoc Committees

4.3.3.1 A Subcommittee is a standing committee approved by the IDG Committee to help the Data Governance Working Group accomplish the objectives set by the IDG Committee. Subcommittees will be reviewed and evaluated each year by the IDG Committee.

4.3.3.2 An Ad-hoc Committee is a short-term committee approved by the IDG Committee to help the Data Governance Working Group accomplish the action plans set by the IDG Committee. They will likely be process-based and will help document current processes, evaluate efficiency, assess data quality and integrity, identify and execute necessary process improvements, and formalize and document the institutional process.

4.3.4 Data Systems and Managers as outlined below are covered by this policy. As new data systems/software are identified, they will be added with named Managers.

4.3.4.1 Banner Student – Registrar

4.3.4.2 Banner Financial Aid – Executive Director of Financial Aid

- 4.3.4.3 Banner Finance – Executive Director of Business Service
- 4.3.4.4 Banner Human Resources – Executive Director of Human Resources
- 4.3.4.5 Slate Prospective Students and Banner Admissions – Director of Admissions
- 4.3.4.6 Alumni Development Blackbaud – Director of Alumni Relations
- 4.3.4.7 Learning Management Software Canvas – Director of IT Instructional Services
- 4.3.4.8 Educational Data Hub (Data Warehouse) – Executive Director of Institutional Effectiveness

## **V. References**

- 5.1 DSU Policy 463 Information Technology Security

## **VI. Procedures - N/A**

## **VII. Addenda - N/A**

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Policy Owner: University President

Policy Steward: Executive Director of Institutional Effectiveness

History:

Approved 11/20/20

Revised 0/0/00