

# Data Governance Committee Charter

## Committee Description & Purpose

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The Technology Governance process at the Georgia Institute of Technology exists to provide the mechanism by which enterprise technology investments, programs and policies are vetted, approved, prioritized and monitored throughout the lifecycle. The Data Governance Committee is one of several functional committees within this process and operates under the guidance and oversight of the Technology Governance Steering Committee (TGSC). The purpose of the Data Governance Committee is to provide the TGSC with expert advice and counsel on any and all matters related to the management, security and governance of enterprise data and related systems. For this purpose, enterprise data is defined as all data generated to support the academic, research, and business administration of the institute. This data also includes data that falls under external laws or regulations (ex. FERPA, DFARS, etc).

## Guiding Principles for Technology Governance

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Each of the functional committees operating within the technology governance process will adhere to the following guiding principles:

- *Strategic Alignment*: Advise and coordinate the enterprise IT portfolio and policy with institutional priorities.
- *Learning Impact*: Measure the impact of the portfolio on scholarship & research.
- *Transparency*: Decisions and actions made with full transparency, and clearly communicated to the Institute as a whole.
- *Value Delivery*: Continuously assess the value proposition of the portfolio.
- *Resource Impact*: Consider the impact on institutional resources: human, financial, space, equipment, etc.
- *Risk Management*: Consider & account for risks as related to strategic initiatives.
- *Performance Measures*: Review & advise on portfolio performance against strategic priorities of the Institute.
- *Innovation*: Identify, assess, and advise on innovation opportunities across enterprise IT

## Responsibilities of the Committee

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The Data Governance Committee is comprised of people that are Subject Matter Experts (SME's) in the Enterprise Data Management systems of the Institute. This group will focus on the following responsibilities to fulfill its mission of technology governance oversight:

1. *Project/Program review*: Review and make a recommendation to the TGSC regarding approval/denial of program, project, policy, initiative, and investment proposals.

Committee co-chairs will provide the initial review of the project proposal and will reach out to the impacted Data Steward and Data Trustee for approval/denial/additional information requested. A review of the proposal will be based on the following:

- a. Ensure integrations are consistent between systems and pull from the systems or record or other approved source
  - b. Minimize data redundancy or errors
  - c. Ensure data quality and adherence to standards
  - d. Ensure data is scalable
  - e. Ensure data is reportable
  - f. Ensure data/information is secured
2. *Review/recommend/sponsor review of data policies and processes:* The Committee will provide recommendations, policies, processes, and decisions to improve the management of data. This includes the:
- Development, implementation, maintenance and assistance in enforcing Institute-wide data management policies, standards, guidelines and operating procedures related to enterprise data.
  - Advising on Institute-wide data management practices for decision making including data warehousing, business intelligence, master data management, and metadata management.
  - Assisting in enhancing enterprise data with consistent definitions and classifications according to data management standards and guidelines.
  - Coordinate compliance requirements related to laws and regulations that have information management implications and impart a duty upon the Institution.
3. *Sub-Committees:* The Committee will have the authority to create sub-committees to address specific short term issues that arise, or permanent sub-committees as needed to fulfill the Committee's mission.

#### Responsibilities of Committee Members

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Committee members should review materials provided prior to each meeting, and conduct additional inquiry or research so they can come to the meeting prepared to discuss topics from an informed position

Committee members are expected to attend each of the regular meetings as well as additional meetings if at all possible. If a member is unable to attend a meeting, instead of sending a delegate in their place, they should work with the Co-Chairpersons or the Co-Chairpersons' designee to review the content of the meeting and provide their input to any decision made during the meeting.

Project Review/Approval: Committee members, and other Data Stewards and Data Trustees, are expected to work with Committee Co-Chairs to, when requested, review

the project proposals and make a recommendation of approval, denial, or request additional information from the project requestor.

**Committee Membership**

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Committee membership will consist of the following:

- OIT Co-Chairperson
- Non-OIT Co-Chairperson
- Additional Committee members to be determined by the Co-Chairpersons with approval from the TGSC that would include members with the following criteria/role:

Criteria		Role
1	Individuals who are accountable for information management decisions for enterprise data	Data Trustees and Data Stewards
2	Individuals who are responsible for the development and maintenance of data resources to support the strategic planning and policy-making processes at Georgia Tech.	Institutional Research and Planning (IRP)
3	Designated officials for technology infrastructure and cyber security.	OIT
4	Experts for evaluating and implementing enterprise data management practices (Data definitions, data warehousing, business intelligence and reporting, etc.)	Enterprise Data Management (EDM)

A representative from Georgia Tech Strategic Consulting will serve in a non-voting capacity on the Committee to facilitate the Committee’s activities, help drive decisions, provide thought leadership regarding governance, and coordinate with the Committee Co-Chairpersons to facilitate the functions and operations of the Committee and any affiliated sub-committees.

Appointments to the Data Governance Committee will be approved by the TGSC and members will serve for two year terms beginning January 2017. To avoid having all terms be coterminous, half of the initial appointments will be for a single year beginning January 2017. Members that are initially appointed for one year will be identified at the time of appointment and subsequent appointments to those positions will be for two year terms.

Meetings

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The Committee will meet at least quarterly with additional meetings called as needed at the discretion of the Committee Co-Chairpersons. Quarterly meetings will be scheduled at least 1 month in advance. Additional meetings will be scheduled with as much advance notice as possible, with the goal being to provide sufficient notice to the Committee members to facilitate their participation.

Communications

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Following each meeting of the Committee, a report detailing any decisions/recommendations reached will be forwarded to the TGSC and will be posted on the Technology Governance website.

Periodic Review

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This charter, any additional governing documents, and the make-up of the Committee will be reviewed at least annually to determine if any changes are needed to any aspects of the Committee's structure, membership or operating procedures.

Approved by Co-Chairpersons of Data Governance Committee:

\_\_\_\_\_ Date: \_\_\_\_\_  
Katie Crawford

\_\_\_\_\_ Date: \_\_\_\_\_  
Christopher Craig

Approved by Chairperson of Technology Governance Steering Committee:

\_\_\_\_\_ Date: \_\_\_\_\_  
Mark Hoeting