Procedure: **Data governance**

Procedure Number: 3364-

Responsible Department: Information Technology

Effective date:

Scope: All University of Toledo organizational units

This procedure is authorized by the university's policy on Data Governance and describes the structure, roles, responsibilities, and standard operating procedures of the Data Governance Committee.

(A)   **Sponsorship**: The following senior leadership sponsors have final approval authority over the Data Governance Committee and are responsible for securing resources to support data governance initiatives, enforce standards, and holding parties accountable.

> (1) President
> (2) Provost and Executive Vice President for Academic Affairs
> (3) Chief Information & Technology Officer
> (4) Vice President for Enrollment Management
> (6) Vice President for Research and Sponsored Programs

(B)   **Committee Management**: The following Data Governance Committee Managers will schedule, lead, and record Data Governance meetings.
> (1) Co-chairs:
>> a. Sr. Director, Enterprise Business Systems
>> b. Assistant Vice Provost for Institutional Research
> (2) Administrators:
>> a. Manager of Enterprise Business Systems
>> b. Manager of Enterprise Business Systems
> (3) Secretary:
>> a. Executive Assistant for Information Technology

(C)   **Committee Members**: Data Governance Committee members represent their respective areas, have voting authority, and are expected to attend

meetings or assign a substitute. Committee members will appoint data custodians and other appropriate individuals from their unit to serve on temporary working groups to implement Data Governance projects.

     (1) Information Technology
- a. Sr Director, Enterprise Business Systems
- b. Manager Enterprise Business Systems
- c. Manager Enterprise Business Systems

     (2) Institutional Research
- a. Assistant Vice Provost for Institutional Research
- b. Director of Business Intelligence & Analytics

     (3) Provost's Office
- a. Registrar
- b. Associate Vice Provost for Finance & Planning
- c. Associate Vice Provost for Academic Administration
- d. Director of Graduate Studies Application Management & Admissions Operations
- e. Academic Success Operations Program Manager

     (4) Enrollment Management
- a. Director of Enrollment Research and Planning
- b. Director of Enrollment Operations
- c. Associate Director, Systems for Financial Aid

     (5) Human Resources
- a. Director of Human Resources Technology & Operations
- b. Human Resources Information Systems Administrator

     (6) Finance
- a. Director of Accounting & Reporting
- b. Business Insights Analyst
- c. Manager, Bursar Systems

     (7) Research & Sponsored Programs
- a. Director Research Advancement and Information Systems

(D)   **Data Custodians**: Data Custodians are professionals responsible for the entry and maintenance of specific data elements. They are welcome to attend Data Governance meetings and may provide input on issues but are not voting members of the committee.

(E)   **Data Processes:** The Data Governance Committee will oversee the following data processes.

     (1) Approval of New Data Fields and Codes in the Enterprise Resource Planning (ERP) system

     (2) Maintenance of a Data Dictionary

      (3)   Management of Data Integrity System
      (4)   Maintenance of Data Standards
      (5)   Resolution of Data Issues

(F)   **Meetings**: Data Governance meetings will be held once per month for one and a half hours. The agenda will be shared in advance and follow the general structure below.

      (1) Old Business
          a.   Continued discussions from previous meetings
          b.   Progress reports on current projects
      (2) New Business
          a.   Review of new proposals or issues submitted to the Committee
          b.   Selection of projects/issues from running list to address
      (3) Roundtable
          a.   Updates, questions, and discussion on topics of interest among Committee members

(G)   **Voting/Decision-Making**: Decisions requiring a vote will be presented to the committee and require a quorum of 12 members to pass. Meeting notes will be shared with committee sponsors, and they will have final veto authority on all decisions.

(H)   **Issue Tracking**: UToledo employees may request a new data field/code or bring forth a data issue to a committee member who may in turn submit the item for discussion/approval/resolution/implementation through an online submission form. Requests accepted by Data Governance management will be recorded in an issue tracker database and assigned a priority level, issue size, and resolution type (e.g., system checker, sub-committee, department request, etc.).

Reviewed by:

                                               Initial effective date:
                                             Review/Revision Date:

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Name

Title   Next review date:

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Date

Review/Revision Completed by: