

Data Standards Workgroup

Charter

The establishment of a robust data governance program is a long-term effort that will require significant commitment of time and energy, but has the potential for significant success as well.

Purpose of this Document

The purpose of this charter is to establish the Data Governance program at Fairmont State University, to establish its membership, operations, and objectives.

Workgroup Structure

Membership

Initial permanent membership will include

Jacob Abrams	Director of Institutional Research and Effectiveness
Fran McClure	Associate Director of Enrollment Services
Chris Kast	Interim Dean, College of Liberal Arts
Alex Elliott	Application Developer
Joanie Raisovich	Director of Institutional Data Services
Colton Griffin	Deputy Chief Information Officer
Senta Chmiel	Sr. DBA/Banner Team Lead

Additional members should be drawn from data stewards, data processors, faculty, administration, and subject matter experts as needed. Sub-group members may be added as project needs dictate.

Workgroup Drivers

While we do collect significant amounts of data, there are several barriers to our using our data effectively. This workgroup's charge is to address many, if not all, of these barriers.

- Data is inconsistently reported and defined. Reports and scripts may use different data definitions for the same data point.
- Fields in Banner and other systems may be used inconsistently and/or are not used with best practices in mind.
- An understanding of historical data is dependent on individuals' institutional knowledge rather than being clearly documented.
- The user community is not aware of the data available and how to request it. Users attempt to locate and derive their own data, leading to misinterpretations and inconsistencies in reporting.
- Some data is scattered through disparate systems, increasing the difficulty of reporting and maintaining data integrity and security

Mission

Maintain data integrity, control data access, oversee data usage, monitor and maintain data security, establish infrastructure to support research and reporting.

Objectives

- Create a data dictionary, metadata repository, and other tools to facilitate ease of use, clarity, and accuracy
- Review business processes to ensure that we are following best practices in terms of data recording and usage
- Establish responsibility and processes to ensure data accuracy
- Establish a change management process for data governance
- Establish education and communication procedures to improve data literacy
- Establish business processes, trainings and review procedures to ensure data security
- Establish procedure for the request and release of data
- Create a data store to facilitate ease of reporting and research
- Create a robust infrastructure to support data-driven decision making
- Establish routine protocols to continually review our data and processes and make needed improvements and corrections

Guiding Principles

- Data integrity is everyone's responsibility
- Data governance should be built on collaboration and transparency
- Data is an institutional asset, not the property of any single office
- Data governance review should precede analytical use of the data
- The workgroup's progress will be assessed through a continuous improvement process

Document History

Date	Author/s	Remarks
October 25, 2019	Joanie Raisovich	Rough Draft
November 1, 2019	Colton Griffin	Added Colton and Senta as group members