Data Governance Committee Charter

1. INTRODUCTION

Pomona's decision to establish a formal program of data governance reflects shared understanding that timely access to meaningful information is essential to our educational mission. Deriving insight from data is the heart of analytics, and its purpose is to support student success and institutional effectiveness.

Toward these ends, this document establishes the charter for the Data Governance Committee (DGC), convened by President Oxtoby in July 2015. DGC subsumes responsibilities formerly handled by the Data Stewardship Committee and adds new areas to its scope. The charter defines the purpose, responsibilities, membership and operation of this expanded committee.

2. PURPOSE

The purpose of the DGC is to establish the priorities and mechanisms for developing and managing Pomona's analytic resources. These include data, metrics derived from data, data storage and retrieval systems, data-delivery platforms and tools, and the many campus relationships and processes that support these resources.

In fulfilling its charge, the Committee will address strategic issues across three broad domains: Data use, data quality, and data flow (described in more detail in section three, below). In so doing, it is expected that the Committee will engage in activities that include coordinating consensus across campus; resolving conflicts; developing policy; raising awareness and educating the College about data.

In all of these activities, DGC will work to maximize value from Pomona's analytic resources, minimize inefficiencies, and responsibly balance the trade-offs between data access and privacy.

3. RESPONSIBILITIES

The work of the DGC revolves around three core areas:

3.1 Data Use
- Develop and enforce College policies on the protection of institutional data.
- Establish approval processes for major systems selection, contract negotiation and implementation.
- Establish standards for vetting vendors that will have access to College data.

- Establish policy for reviewing and approving security protocols for all third-party software systems that either receive or hold College data offsite or that require authentication of College users through College authentication systems.
- Develop procedures for annual system audits.
- Establish, document and monitor permissions for access to data in internal and external systems, and to reports/dashboards derived from those sources as appropriate.
- Provide guidance /training on data standards; best practices in data use and management; and the dissemination and protection of College data.

3.2   Data Quality
- Develop, document and make accessible data standards for core institutional metrics and data fields.
- Develop procedures and criteria for vetting data that will become part of the College's central Data Warehouse (DW).
- Oversee the development of a data integrity program to resolve issues relating to duplication, version control, inconsistency, and/or clarity.

3.3   Data Flow (Architecture)
- Establish 'source of record' for core institutional metrics and data fields.
- Develop policies for the architecture of data flow between systems, prioritizing long-term analytics for the College over immediate operational exigencies.
- Establish standards for systems integrations.

4. MEMBERSHIP AND OPERATION

4.1   Committee appointments

Members of DGC are appointed by the President.   Typically, these appointments are key data stewards of a functional area, and the Committee as a whole will be balanced with regard to divisional representation. Replacements/substitutions are made at the discretion of the President. The Committee has two co-chairs: The Vice President and CIO, and the Director of Institutional Research.

4.2   Member roles/responsibilities

A core principle of data governance is that data belong to no one office or individual; rather, individuals and offices serve as *stewards* of data that belong to Pomona College. In keeping with this principle, a central requirement for service on DGC is an active commitment to represent the broad interests of the College as a whole. Members are expected to contribute expertise and wisdom from their functional areas of practice, but to work beyond divisional interests in service of larger College goals for the use and management of data.

In addition, members will be the key point of contact about data governance for their functional areas. This role entails sharing relevant information and updates from DGC and seeking input from colleagues and supervisors as appropriate on key policy and governance issues.

Members should plan to attend DGC meetings on a regular basis and, periodically, to take on work assignments and participate in Committee activities that extend beyond formal meeting times. It is

expected that these activities will be regarded by members' work teams and supervisors as a College priority and accommodated accordingly.

4.3   Committee activities and responsibilities

The Committee will serve at a strategic (rather than operational) level, with a focus on developing policy and standards to guide the implementation of responsibilities outlined above. Implementation of DGC policies will fall to appropriate staff and functions at the College. Where appropriate and to ensure continuity between policy and practice, the Committee (or a subset thereof) will liaise with those responsible for enterprise resource planning (ERP) and implementation.

DGC will develop policies or advisory statements that address specific issues related to data use, data quality and/or data flow. These policies will be posted clearly in the appropriate location(s) and will be subject to periodic review and appeal. A summary of DGC policy decisions will be provided to Senior Staff at least annually or as requested and communicated broadly to all relevant stakeholders.

DGC agrees to report on its activities and review its charter with the President on at least an annual basis.

4.4   Meetings

DGC will convene at least monthly throughout the academic year, with periodic subgroup meetings and Committee activities as required in between the monthly standing meetings. The Committee agrees to keep a written record of its discussions to serve as a reference for the Committee and, as appropriate, a resource for the College.

Established: 2016-04-20