



**Data Governance Charter**  
**Approved: August 6, 2015**

**Project Title: Data Governance**

Data Governance is a framework of policies, procedures, and standards designed to establish the effective use and collection of University data. The major goals of this initiative are to:

- Facilitate institutional data access to allow for agile responses in support of university-wide projects while ensuring data security.
- Provide data definitions and policies which are consistent, uniform, and accurate (this includes identifying the “system-of-record”) for reporting and analyses.
- Provide a framework which ensures accurate and consistent data capture to maximize clarity of common usage.
- Ensure data is available to support OU data driven initiatives, projects and services that benefit the University as a whole. This includes reducing University risk by creating a culture of data consistency and quality through proper data management and appropriate data use policies.

**Membership & Coordinating Committee**

For data governance to be successful and sustainable, it is necessary to have sufficiently broad representation from data stakeholders on campus. The individuals chosen to participate in this initial committee were selected based on both their personal expertise and their department’s vital role in creating and/or maintaining key data sets:

- Susannah Livingood, Associate Provost & Director, Institutional Research & Reporting (Acting Chair)
- Carl Grant, Associate Dean for Knowledge Services and Chief Technology Officer, OU Libraries
- Erin Wolfe, Executive Director, Office of Strategic Initiatives
- Dan Shuart, Assistant Vice President of Technology Strategy, Information Technology
- Chris Kennedy, Director of Strategic Technology, Enrollment & Student Financial Services
- Terri Pinkston, Assistant Vice President, Controller, and Director of Administrative Systems, Administration & Finance



**Data Governance Charter**  
**Approved: August 6, 2015**

Responsibility for chairing this group will rotate between committee members yearly, as determined by a majority of the membership. Representatives from other areas of the University will be called upon as needed and appropriate.

**Committee Oversight**

The Coordinating Committee is itself overseen by an Executive Committee made up of Executive Vice President Hathaway, Provost Harper, and CIO Early.

**Outcomes**

This cross-functional committee will serve as decision-making body to resolve issues with campus wide data systems, establishing interdependent data usage and standard definitions and policies for the proper handling and interpretation of University data.

Outcomes include:

- Recommendations regarding standardizing the efforts of people and processes to optimize data integrity and quality control.
- Implementation of standardized coding schemas, data definitions and policies.
- Identification, prioritization, and tracking of critical data issues.
- Establishment of clear accountability of enterprise data sources.
- Creation of usage guidelines, which includes legal compliance and training requirements.
- Facilitate the use of standardized data classification models.
- Facilitate better quality communication and collaboration related to data coding, use and policies.
- Overall improvement in data accuracy, reliability and usage.

The committee will serve as a common ground to capture, communicate, store, maintain and help coordinate the committee's outcomes. The committee will also make recommendations to senior management regarding significant issues that have broad implications.

**Charter Sponsor(s)**

Senior Vice President & Provost Kyle Harper and Executive Vice President Nick Hathaway



**Data Governance Charter**  
**Approved: August 6, 2015**

**Timeframe**

This charter establishes the above-named group for a two-year term, starting on the date the charter document is approved by its sponsors.

The Coordinating Committee will meet every two weeks, with pre-issued agendas and minutes taken and issued after each meeting.

At 18 months, the Coordinating Committee will issue a report to the sponsors, and they will decide if the results warrant a renewal of the term and/or membership.

The Coordinating Committee chair will provide progress reports to the Executive Committee every two months. A comprehensive report will be issued annually.