



## Data Governance Oversight Steering Team

**NAME:** Data Governance Oversight Steering Team (Steering Teams)

**TEAM LEADERS:** Director of Institutional Research, Assessment and Effectiveness

**Definition:**

The consistent and proper handling of our organization's data through people, process, and technology across the college.

*People:* **Data Owners** are an individual with authority and are accountable for specified information. They have the ability to grant or deny access.

**Data Stewards** are business or academic representatives acting on behalf of the data owners. They are commonly responsible for data content, context, and associated business rules. **Data Custodians** are responsible for the safe custody, transport and storage of the data. They are responsible for implementation of procedures and operating instructions related to business rules.

*Process:* A series of actions or steps taken in order to achieve a particular end.

*Technology:* A system that we input data into whether stored onsite, in Minnesota State systems, or in hosted systems:

This charter shall constitute the structure, operation, membership, and responsibilities of the Data Governance Oversight Steering Team.

**Charge**

The Data Governance Oversight Steering Team shall make recommendations and advise the President and Executive Leadership on the policies and procedures associated with college data collection, access, use, and management. The Data Governance Oversight Steering Team will identify, recommend, and guide the strategies, objectives, procedures, and policies necessary to ensure the quality, understanding, security, and effective use of critical data to inform decision-making at HTC. The Data Governance Oversight Steering Team will also record and maintain documentation as related to data standards and serve as a resource in addressing system requests related to institutional data standards.

**Scope and Functions of the Data Governance Oversight Steering Team**

The Data Governance Oversight Steering Team is charged with the following tasks and responsibilities related to all HTC data, whether stored onsite, in Minnesota State systems, or in hosted systems:

1. Clarify college data governance roles and data standards to ensure the integrity of college data, including standardization of data
  - Explain pathways of accountability for data use and management that facilitate the strategic use of data to guide decision-making
  - Recommend data administration standards and responsibilities for each role
  - Facilitate development of a data definition dictionary and coding standards



## Data Governance Oversight Steering Team

2. Promote data entry, integrity and retention standards
  - Serve as a clearinghouse for identified data integrity concerns
  - Investigate and recommend solutions to identified data entry and integrity concerns
  - Support campus departments' oversight of data entry & retention standards
  - Provide support to supervisors in analyzing staff's data security access needs
3. Identify data security, privacy, and responsibility training needs and facilitate employee completion of appropriate training
  - Regularly review a data user directory that identifies security level for each user
  - Promote safe use of data transfer through use of technology (e.g. Secure File Transfer)
  - Recommend and facilitate training for staff in entering and accessing data
  - Recommend data usage, privacy, and transfer training as needed
  - Coordinate supervisors in performance of annual audit of user data training completion
  - Facilitate data privacy training unique to student employee positions
4. Facilitate and assist in the development of data-informed decision making within various departments and divisions
  - Identify how and where efficiencies in data access can be developed
  - Regularly report to and advise Executive Leadership
5. Help ensure HTC's compliance with FERPA, MGDPA, and other relevant Federal and State statutes as related to privacy practices and information requests
  - Offer consultation related to data privacy issues
  - Maintain 3HTC.1 Student Data Privacy Policy <https://www.hennepintech.edu/policy/index.html> with yearly reviews
  - Facilitate oversight of data privacy standards

### **Decision-Making Context and Scope of the Team:**

- a. The Data Governance Oversight Steering Team provides information and knowledge in the determination of appropriate data related policies, data codes, data types, input and extract processes, data definitions, guidelines and, other counsel to data owners, custodians, and users regarding the appropriate use of those data.
- b. The Data Governance Oversight Steering Team recommends and, as assigned or approved by the President or designee, advances data improvement projects that facilitate data-informed decision-making.
- c. The Team chair will forward summaries of Team recommendations to the Chief Information Officer for approval. At their discretion, these officers may in turn forward Team recommendations to Executive Leadership for approval or simply for information.
- d. The President maintains final decision-making authority over operational matters of this Team.



## Data Governance Oversight Steering Team

### **Meetings**

Regular Monthly Meetings – Meetings shall be held at least once a month and more may be scheduled based on additional business needs. The Team meets year-round.

### **MEMBERSHIP**

Membership shall include:

- a. Chair and Recorder – Director of Institutional Research
- b. Standing members – Data Owners and Data Stewards
- c. Ad-Hoc members – As identified by Data Owners and Stewards

### **Member Responsibilities**

#### ***Team Members***

Each member of the Team is responsible for:

- Attending Steering meetings.
- Understanding the data practices, needs, procedures, and challenges in their areas
- Representing their area by becoming a two-way communication conduit between the Team and their representative group(s)
- Soliciting and sharing data-related projects, ideas, needs, and future directions in each of their representative areas
- Acting as data resources to other Team members and the HTC community
- Participation in work as assigned

#### ***Team Chair***

In addition to the general Team member responsibilities outlined above, the Team Chairperson is also responsible for the following:

- Prepare the agenda, run the meeting, and maintain order
- Work to achieve effective group process including participation and engagement and effective decision making and problem solving
- Serve as the point of contact for the Team
- Represent the Team and report on behalf of the Team
- Review the membership to verify areas are represented and new members are added and welcomed
- Provide guidance and assistance to Sub-Teams in meeting their objectives
- Provide year end summary of Team's work to the Cabinet

#### ***Team Recorder Delegate***

In addition to the general Team member responsibilities outlined above, the Team recorder is also responsible for the following:

- Prepare minutes following each meeting and circulate current meeting agendas in advance of each meeting
- Serve as the point of contact for the Team when the chair is unavailable
- Represent the Team and report on behalf of the Team when the chair is unavailable
- Assist the chair in providing a year end summary of Team's work to the Cabinet



## Data Governance Oversight Steering Team

### **Composition**

The Team is composed of the following individuals who are custodians of data and/or represent functional areas of the College:

### **Steering Team Meeting Members:**

- Academic Affairs/ Office of Advancement/ Online
- Enrollment Services/ Student Affairs
- Finance

