

Proposal: Change Data Stewardship Advisory Committee (DSAC) from Advisory to Administrative

February 22, 2021

History

In 2013 the Data Stewardship Advisory Committee (DSAC) was established by representatives across the College with interest and concern about our information systems, how the data was being used for decision-making, and the impact to the College. The committee's charge is to facilitate a cohesive approach to managing and utilizing data at COCC and to provide guidance and recommendations to leadership and administrative units in support of the charge. As such, the committee has:

- Developed a data maturity model and rubric,
- Produced videos to educate faculty and staff of the importance of data management,
- Created the Data Standards Manual used to provide instruction for proper data entry,
- Defined data roles and principles, and
- Established the "No Dirty Data" award to recognize projects that represent good data management principles—
- Researched and evaluated ways that other higher-ed institutions have evolved their data usage and management.

These actions, and the importance placed in having a dedicated committee and following data management principles was highly commended in COCC's 2020 Accreditation report. In December, DSAC presented to SLT and the COCC President the need for more formalized data governance. The COCC President appointed Laura Boehme as the SLT sponsor and approved the recommendation to move forward with formalizing a data governance framework at COCC. Therefore, this proposal is the first step to implement the committee's recommendation.

Proposal

The proposal includes a change to the committee type from advisory to administrative, committee name, charge, and membership updates as provided below. Additional information is provided to further support this proposal. The GPM states, "College Administrative Committees are responsible for various aspects of day-to-day administration of College policy and practice, albeit instructional, administrative or other focus." DSAC's proposed charge better aligns with administrative committees because of its focus on data management across the College and the responsibilities of its members to ensure adherence to data management practices. If the committee remains advisory, the efforts to instill data stewardship as a critical measure and establish consistent data processes will fail to be effective due to the limited scope and influence of the advisory committee structure.

Like the College Planning and Assessment Team (CPAT), the proposed committee changes will provide a cohesive approach to data management for the College. This will include establishing a data governance framework to be used to set data standards, define data between systems for improved integration, ensure data is entered, updated, deleted, and transferred consistently and securely.

Commented [WD1]: Changed from "Propose Change .." to "Proposed: Chang.."

Commented [WD2]: I thought it might be good to highlight that we've also done a lot of research, so that they know this proposed change is not whimsical, rather well thought out and tested by many other organizations.

Proposed Committee Name and Charge:

Data Governance Committee Charge: The primary purpose of the Data Governance Committee (DGC) is to facilitate a cohesive approach to managing and utilizing data at COCC. In pursuit of this purpose, the DGC’s scope of work includes the following:

- Facilitate the establishment and promotion of a data governance framework.
- Guide the College to establish, promote and enforce policies and procedures around data.
- Support and document College data governance activities, including maintaining guidelines and processes related to data management.

DGC Member Structure

DGC is comprised of employees across the institution with knowledge, responsibility and authority to meet the responsibilities of the Charter. DGC has automatic, appointed and volunteer positions. The automatic members are staff with positions that have direct data management or custodial responsibilities as part of their job descriptions. The appointed members are faculty and staff from instructional areas of the College. The volunteer appointments are solicited by the Committee Chair. All members are voting members.

The DGC has both a chair and chair-elect. The chair serves for one academic year with the chair-elect becoming the chair the following year. Nominations from DGC for the chair-elect position are accepted and put to a committee vote in the spring. The notetaker position can be filled from existing members.

Position	Members	Years	Term
Institutional Effectiveness	Chris Egertson	3	2021-2023
Information Technology	Wesley Dymond	Automatic	Automatic
Instructional Rep #1 (Faculty)	Ken Swartwout	1	2021-22
Instructional Rep #2 (Staff)	Krista Leaders	3	2019-22
Continuing Education	Stephen Newcombe	3	2017-20
Banner Module – Student	Chris Mills	Automatic	Automatic
Banner Module – HR/Finance	J.J. Shew	Automatic	Automatic
Banner Module – Financial Aid	Denise Hatch	Automatic	Automatic
Fiscal Services	Adrian Syrell	3	2018-21
Human Resources	Laura Boehme	3	2017-20
Admissions & Records	Kara Rutherford	3	2018-21

Budget Impact

Because this committee currently exists, there are no direct budget impacts beyond the staff and faculty time utilized for committee efforts in data governance and management. The overall indirect budget impact of this committee should be very positive as better data and access to data ultimately facilitates better decision making and better use of resources.

Student Impact

The direct and indirect impact to students, and the overall student experience, should continue to be positive with the transition from advisory to administrative. Data governance facilitates consistent management, accountability, and oversight of student data entry and output which can **effectaffect** students in some of the following ways: timely and accurate information sent to students for admissions and financial aid purposes; accurate financial transactions from/to students/vendors; accurate student records/transcripts; as well as accurate state and federal reporting.

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Instructional Impact

As with the student impacts, this transition will continue to positively impact instruction, ensuring reliable data is consistently entered, leading to more accurate record keeping as well reliable data for accreditation reports. Reliable data also facilitates support for grants and research as well comparative analysis of evaluations and student outcomes over time – helping with the APR process and continuous improvements to our programs.

Operational Impact

The transition from an advisory to administrative committee will provide the DGC more functional abilities, allowing the committee to formally implement a data governance framework, incorporate the framework into the College’s operational practices, and help departments improve data quality, compliance obligations and overall data security. Specific efforts include, but are not limited to: ↓

- Leading the College in efforts to ensure consistent, standardized and accurate data.
- Promoting the importance of data quality by collaborating with stakeholders to establish data standards for information systems and business processes.
- Engaging in onboarding and offboarding of systems to ensure data governance policies and best practices are integrated during all phases of the information life-cycle.

Additionally, COCC has many compliance obligations and the DGC will work with the College to assist bridging data governance principles as they apply to compliance obligations to help improve the College’s compliance overall.

Anticipated Timeline

DSAC has been operating since 2013. Recommend transition to administrative committee type as of the beginning of the 2021-22 Academic year.

Motion

We, the Data Stewardship Advisory Committee, following the recommendation from Dr. Chesley and Dr. Boehme, propose that our committee name and structure be modified to “Data Governance Committee” as an administrative committee.

Current GPM language:

G-6-8.9 Data Stewardship Advisory Committee

CHARGE: The primary purpose of the Data Stewardship Advisory Committee is to facilitate a cohesive approach to managing and utilizing data at COCC. In support of this purpose, the Committee will provide guidance and recommendations to the President, President Advisory Team (PAT) and other administrative units.

DSAC membership is more operationally based than the traditional COCC committee. DSAC membership requires key data stewards, data owners, and data custodians across the institution that have the knowledge, responsibility and authority to describe, establish, promote and enforce procedures around data. DSAC has automatic, appointed and volunteer positions. The automatic members are staff with positions that have direct data management or custodial responsibilities as part of their job descriptions. The appointed members are faculty from Instructional areas of the College. The volunteer appointments are made by the DSAC chair contacting Directors in key data areas who recommend a staff member. Once the committee membership is established for a given year, if there is not clear administrative and classified representation, adjustments will be made to ensure that all employee groups are represented. All members are voting members.

The DSAC has both a chair and chair-elect. The chair serves for one academic year with the chair-elect becoming the chair the following year. Nominations from DSAC for the chair-elect position are accepted and put to a committee vote in the spring. The notetaker position can be filled from existing members.

The Committee members will meet a minimum of once a month.

Membership, Voting Status and Terms:	Membership	Voting Status	Terms
Admission & Records	Volunteer	Voting	3 years
Banner Module - Financial Aid	Automatic	Voting	Standing
Banner Module - HR/Finance	Automatic	Voting	Standing
Banner Module - Student	Automatic	Voting	Standing
Instructional Representative (2)	Appointed by Chairmoot or Faculty Senate or VPI's office	Voting	1 year
Fiscal Services	Volunteer	Voting	3 years
Human Resources	Volunteer	Voting	3 years
Information Technology Representative	Volunteer	Voting	3 years
Institutional Effectiveness	Volunteer	Voting	3 years
Continuing Education	Volunteer	Voting	3 years
Notetaker/Support	Volunteer	Voting	1 year

Chair Election: Information Technology - MIS Director and Institutional Effectiveness - Director will co-chair.