

Data Governance Charter

Purpose

The University System of Georgia Business Procedures Manual Section 12.2.1 requires each USG organization to establish a data governance structure. The data governance structure will demonstrate accountabilities for the data assets of the organization to ensure proper use and handling of data being read, created, collected, reported, updated or deleted.

This Data Governance Charter will **identify the offices/positions responsible for fulfilling the roles defined in Business Procedures Manual Section 12.2.1.**

This charter was last updated on 11/17/2020. This charter was approved by the President on 11/17/2020.

Roles

The Data Governance Structure shall consist of three required roles, Data Owner, Data Trustee and Data Steward.

Data Owner

Each USG organization is responsible for all data read, created, collected, reported, updated, or deleted by offices of the organization. As the chief executive officer, the president of Middle Georgia State University is identified as the **Data Owner**. The data owner has ultimate responsibility for submission of organizational data to the USO. Data Owners have the responsibility for the identification, appointment and accountability of **Data Trustees**.

Data Trustees

Data Trustees **are** designated by the President and this charter. These **Data Trustees are executives of the USG organizations who have overall responsibility for the data read, created, collected, reported, updated or deleted in their data area(s)**. USG organization data trustees have overall responsibility for accuracy and timeliness of submission of data to the USO. These positions/offices would normally be cabinet-level positions reporting directly to the entity data owner. Responsibilities of the data trustees include, but are not necessarily limited to:

- Ensuring that data accessed and used by units reporting to them is done so in ways consistent with the mission of the office and USG organization;
- Appointing data stewards within each functional area for which they are responsible. The data trustees will inform the USG organization's Data Governance Committee of their data stewards' appointments, including office, name and contact information of the incumbent;
- Participating as a member of the (Global) Data Governance Committee; and,
- Communicating unresolved concerns about data (such as data quality, security, access, etc.) to the data owner.

The President designates the following executives as Data Trustees:

- Executive Vice President Finance & Operations - Nancy Stroud

- Provost & Vice President - Debra Matthews
- Vice President Enrollment Management - Jenn Stenander
- Vice President Student Affairs - Jennifer Brannon
- Vice President University Advancement and Executive Director Foundation - Ken Fincher

Data Stewards

Data stewards, designated by the data trustees, are personnel responsible for the data read, used, created, collected, reported, updated or deleted, and the technology used to do so if applicable, in their data area(s). Data stewards recommend policies to the data trustees and establish procedures and guidelines concerning the access to, completeness, accuracy, privacy, and integrity of the data for which they are responsible. Individually, data stewards act as advisors to the data trustees and have management responsibilities for data administration issues in their functional areas. Data stewards have responsibility for accuracy and timeliness of submission of data to the USG system office in their area. Depending on the size and complexity of a functional department/division, it may be necessary, and beneficial, for a designated data steward to identify associate data stewards to manage and implement the stewardship process.

Responsibilities of the data stewards include, but are not necessarily limited to:

- Developing standard definitions for data elements created and/or used within the functional unit. The data definition will extend to include metadata definitions as well as the root data element definition.
- Ensuring data quality standards are in place and met.
- Identifying the privacy level as unrestricted, sensitive or confidential, for functional data within their area(s) of supervision/direction and communicate it to those responsible for ensuring data is handled according to its appropriate classification. (See 12.4.2 Classification)
- Establishing authorization procedures with the USG organization's Data Governance Committee and/or chief information officer (CIO) to facilitate appropriate data access as defined by institutional/office data policy and ensuring security for that data. Authorization documentation must be maintained.
- Working with the USG organization's Data Governance Committee, identifying and resolving issues related to stewardship of data elements, when used individually or collectively, that cross multiple units or divisions. For example, the individual data element "Social Security Number" may have more than one data steward since it is collected or used in multiple systems.
- Participating as a member of the Functional Data Governance Committee(s) as appointed by the data trustee.
- Communicating concerns about data (such as data quality, security, access, etc.) to the data trustees.

Data Trustees must appoint data stewards for all necessary data domains. These Data Stewards are appointed because their position, including interim assignments, reports directly to an identified Data Trustee / Vice President (VP) on the MGA organizational chart. It is the intent of the Data Trustees that this Charter will be updated automatically upon any re-organizations that alter the organizational chart in a way that adds to or subtracts from VP direct reports. To clarify, if a position is altered so that it is no longer a direct report to a VP, this position will no longer serve as a data steward. Likewise, if a position

formerly did not report to a VP, or did not exist, but now reports to a VP this position will serve as a Data Steward. The Chair of the Functional Data Governance Committee shall have the authority to update this Charter in accordance with the above without the need of approval from the Data Trustees or the FDGC. The following unit managers (or interim appointment) are designated as Data Stewards (listed is the person currently in that role) :

- Associate Provost and Executive Director of Institutional Research – Michael Gibbons
- Chief Information Officer – Geoffrey Dyer
- Director of Library Services – Tamatha Lambert
- Associate Provost (Cochran/Eastman) – Deepa Arora
- Associate Provost Dean of Graduate Studies (Warner Robins/Dublin) – Kevin Cantwell
- Dean School of Aviation - Adon Clark
- Dean School of Health & Natural Sciences - Tara Underwood
- Dean School of Education & Behavioral Sciences - David Biek
- Dean School of Business - Stephen Morse
- Dean School of Arts & Letters - Mary Wearn
- Dean School of Computing - Alex Koohang
- Director of Admissions & Orientation – Margo Woodham
- Director of Financial Aid – Gloria Wonnum
- Registrar – Dian Mitchell
- Assistant Vice President & Chief Marketing Officer – Cheryl Carty
- Executive Director of Strategic Partnerships – Melinda Robinson-Moffett
- Executive Director of Development – Julie Davis
- Executive Director of Development – Beth Byers
- Director of Alumni Relations – Natalie Rischbieter
- Executive Director, Budgets & Auxiliary Services – Amanda Funches
- Executive Director, Finance – Brian Stanley
- Executive Director Human Resources – Vicky Smith
- Assistant Vice President of Facilities – David Sims
- Executive Director of Public Safety & Police Chief – Tripp Mitchell
- Assistant Vice President for Student Affairs – Michael Stewart
- Director for Career and Leadership Development – Mary Roberts
- Athletic Director – Chip Smith
- Director of Housing & Residence Life – Brian Harrell
- Director of Diversity, Inclusion, & Equity/Title IX Coordinator – Jenia Bacote
- Director of Student Engagement – Corey Guyton

[Chief Information Officer \(CIO\)/Chief Information Security Officer \(CISO\)](#)

Responsibilities of the CIO and CISO are to ensure that technical infrastructure is in place to support the data needs and assets, including availability, delivery, access, and security across their operational scope.

Committees

An important part of the Data Governance Structure is group decision making. Three committees have been established to achieve this goal.

Global Data Governance Committee

The Global Data Governance Committee consists of all Data Trustees. The Global Data Governance Committee is responsible for defining, implementing, and managing policies and procedures for data governance and data management functions.

Specific responsibilities include, but are not necessarily limited to the following:

- Defining data management roles and responsibilities contained in this section and other policy and procedure documentation;
- Maintaining documentation pertaining to data governance and management policy and procedure in a centralized and accessible location for the participant organization staff;
- Identifying the Data Governance and Management Committee structure and membership;
- Ensuring that cybersecurity control processes detailed in the Cybersecurity section are developed and operational; and,
- Assisting the chairs of the functional and technical committees to ensure effectiveness.

The primary role of the Global Data Governance Committees is to ensure implementation of University System of Georgia Business Procedures Manual section 12.

The Global Data Governance Committee will meet at least quarterly and more often as needed. A majority of the committee members shall constitute a quorum. The committee chair will keep a copy of the committee meeting minutes and forward a copy to all committee members. The committee chair may invite any director, officer, staff member, expert or other advisor who isn't a member of the committee to attend, but these individuals have no voting power.

The Global Data Governance Committee will review this charter at least annually and recommend any proposed changes to the President for review. The president may make changes to this charter as needed.

Functional Data Governance Committee

The Functional Data Governance Committee (FDGC) is responsible for collective decision making around substantive changes to organization data collection, maintenance, access, and use within their functional area. These changes will generally be reflected in policies, procedures and guidelines to be submitted to the Global Data Governance Committee. It is the role of the Functional Data Governance Committee to identify what the threshold is for decisions to require Global Data Governance Committee consideration.

The following representatives will serve on the committee.

- All Data Stewards (or their designated representative)
- Chief Information Security Officer – Joel Morgan
- University Counsel – Josh Waters (ex-officio, non-voting member)
- Associate Director of Institutional Research – Samantha Boswell

The Functional Data Governance Committee will meet at least quarterly, or as often as needed, to fulfill directives issued by the Global Data Governance Committee. A majority of the committee members shall constitute a quorum.

The following outlines the operational procedures of the functional data governance committee:

- The FDGC and identified policy designees draft and present all institutional data governance standards for review by FDGC data stewards
- The FDGC approves all institutional data governance standards as applicable to institutional data governance policies.
- Standards are disseminated to operational areas to inform the drafting of relevant and distinct procedures.
- Data Stewards and Data Trustees shall develop appropriate procedures to comply with institutional policy and standard guidelines. All procedures related to data governance shall be provided to the FDGC chair via email as a record of notice.
- Notice is the initial auditing element to demonstrate operationalization and compliance with policy expectation.
- The FDGC shall review all new or amended procedures at the next scheduled meeting.
- The FDGC chair will distribute to the committee membership all procedures scheduled for review at the next meeting. These include both new and amended procedures.
- The sponsoring data steward or data trustee will present procedures for consideration. All procedures are adopted by default, unless a vote to disapprove out of failure to comply with a standard or policy is identified.
- Procedures will be archived and published as appropriate to the operational area and referenceable for auditing and compliance purposes.

As a matter of compliance and review by the committee: the following topics shall be included in a quarterly standing agenda of the FDC consistent with the expectations of the BPM:

- Data Elements and Data Definitions
- Data Lifecycle
- Data Quality Control
- Data Integrity
- Cybersecurity
- Training
- Auditing / Monitoring / Compliance
- Data Governance Structure and Function

Note, standards will be based on established policy and will establish how policies are implemented. For example, MGA's Privacy Policy (MGA Policy 10.6) establishes that MGA shall comply with all appropriate federal and state privacy regulations. The Privacy Standard provides specific standards relative to MGA's Privacy Policy 10.6. Lastly, procedures such as the GDPR procedure are developed in accordance with standards at the functional level that provide further detail on implementation. To clarify, the hierarchy is (1) Policy, (2) Standards, and (3) Procedures.

Technical Data Governance Committee

The Technical Data Governance Committee is responsible for technical guidance to support the work of the other Data Governance Committees and for decision making about the feasibility of and methods for carrying out decisions of the Functional Data Governance Committees.

Members of the Technical Data Governance Committee will join other committee meetings when requested and meet separately as needed.

The following outlines the operational procedures of the technical data governance committee:

The Technical Data Governance Committee consists of:

- Chief Information Officer – Chair – Geoffrey Dyer (Interim)
- Chief Information Security Officer – Joel Morgan
- Director of Enterprise Information Systems – Beverly Bergman
- Director of Enterprise Systems Management – Geoff Dyer
- Director of Network Services – Tommy Davis
- Director of Technical Support Services – Shaun Bohannon

The following outlines the operational procedures of the technical data governance committee:

- The TDGC will meet as needed to approve standards and procedures.
- Members of the TDGC consult with the governance committees or committee individuals as needed during the development of standards and procedures.
- TDGC reviews and verifies standards and procedures to ensure they adhere to technical and cybersecurity best practices

TDGC evaluates standards and procedures to ensure the appropriate technical resources are available to implement them.

References

Business Procedures Manual Section 12

https://www.usg.edu/business_procedures_manual/section12/C1643