



HLC Accreditation 2020-2021

## **Evidence Document**

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Academic Affairs

Office of Planning and Analysis

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# **Data Governance By-Laws for Wichita State University Data Systems and Reporting Standards**

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**Additional information:** See this evidence on the WSU web page: [https://www.wichita.edu/services/planning\\_and\\_analysis/documents/WSU\\_DataGovernance\\_ByLaws.pdf](https://www.wichita.edu/services/planning_and_analysis/documents/WSU_DataGovernance_ByLaws.pdf) (Accessed April 29, 2021).

# Data Governance By-Laws for Wichita State University Data Systems<sup>1</sup> and Reporting Standards

## 1. Mission:

Several data systems<sup>1</sup> exist which the university community can use to inform decision-making, planning and reporting. The mission of the Data Governance Council (DGC) is to provide oversight to these data systems to ensure data integrity, best practices in data management, reporting standards, information consistency, and security access. In addition, the Data Governance Council is charged with identifying data and reporting needs related to strategic planning priorities and the sharing of business knowledge across divisions to ensure data and reporting optimization related to the latest business practices within units. The Data Governance Council provides compliance with the Higher Learning Commission (HLC) requirements related to institutional data used for accreditation.

### 1.2 Mission Principles

- Share business knowledge and practices across units and divisions to optimize information management and eliminate data silos
- Identify information that supports strategic planning initiatives as it relates to student success and operational efficiencies
- Identify and resolve data quality issues
- Create and manage the terms used for informational reporting so that reports are consistent and terms are clearly defined.
- Provide easy and quick access of reports and information to university and community constituents while adhering to proper security access

<sup>1</sup> Data systems encompass Banner, non-Banner Enterprise systems and managed data systems including Business Intelligence and Predictive Modeling (BIPM), University Assessment Data Storage (UADS) and External Reporting Data (ERD). While largely dependent upon transactional databases (e.g., Banner), managed data systems are OLAP-based configurations designed for reporting and analysis and include data customizations, aggregation, imputation, forecasting and simulations of data elements.

## 2. Data Governance Structures<sup>2</sup>:

<sup>2</sup> WSU Data Governance (DG) structure is based on Best Practice within higher education as defined by Educause and leading universities in data governance (contact the Office of Planning & Analysis for a complete list of schools used to define WSU data governance structures).

### 2.1 Data Trustee (DT) Level

Data Trustees are executive level officers (i.e., President, Vice-Presidents) who have the authority to establish strategic planning priorities and reporting needs regarding data systems that impact functional users. They address disputes that arise from the Data Management Committee, provide resolutions and can assign members where appropriate.

### 2.2 Data Management Committee (DMC) Level

The Data Management Committee is comprised of divisional units representing functional users who access data systems along with support groups that serve as a technical advising body. DMC voting members include representatives from the core functional divisions, an At-Large member representing Data Custodians and functional users, the Chief Data Officer and Chief Information Security Officer. Membership is perpetual unless re-assigned by Data Trustees or vacancies.

Duties of the DMC include:

- Establish data governance policies and procedures as they relate to data systems
- Identify data and reporting standards to meet the strategic planning priorities established by the Data Trustees
- Assign security level access to data systems
- Establish reporting metrics for consistency in information reporting
- Manage metadata documentation of data systems including a glossary of reporting terms and assurance of data quality
- Perform annual evaluation of data system components and functional user access
- Share among committee members new and emerging business processes that impact data systems

In addition to the above duties, the DMC can assign sub-committees and task forces as needs arise. DMC members can serve as data custodians. The Chief Data Officer serves as the DMC meeting convener. DMC members are responsible for identifying Data Custodians within their divisional unit. The Office of Planning and Analysis (OPA), along with its technical support role, is responsible for meeting minutes and archiving of DMC documentation.

Support groups serve to provide technical assistance to the DMC in terms of data/system operations and implementation of data storage, security and reporting. While support groups are non-voting members in terms of data content and reporting standards, they can provide technical information on implementation feasibility and security. Serving as non-voting ex officio members, they may engage in discussion and make formal motions.

The DMC manages the reporting term glossary which is to be publicly accessible to all university users of the managed data systems. The glossary serves to maintain clarity of reporting term usage and consistency across reports.

The DMC has no authority to change business practices or processes within units but can serve to provide recommendations to units on best practices and their impact on data reporting.

In cases where a vote is required, all voting DMC members have one vote in which a simple majority defines the outcome. In the case of a tie vote, the issue goes to the Data Trustee level for resolution.

DMC has the authority to call a Data Governance Council meeting which includes a full member roster of DMC (voting and support) and Data Custodian members. In addition, the DMC may elect to invite relevant Data Custodians or other university personnel to a DMC meeting.

### 2.3 Data Custodians (DC) Level

Data Custodians play the role of data accountability within their functional area. Accountability comes in three dimensions:

- 1) identification and correction of data entry errors identified by functional users and the DMC
- 2) communicating to their DMC representative of new and emerging business practices that impact data and reporting
- 3) advising the DMC of data source issues (e.g., discontinued data stores, preferred indicators) for managed data system builds

Data Custodians are nominated by their representative divisional DMC member and may be called to attend a DMC meeting as needs arise.

### **3. Data Governance Archives:**

All deliberations and actions by the Data Management Committee including priorities and/or resolutions made by the Data Trustees will be made public and accessible from the Office of Planning and Analysis (OPA) website including by-laws, organizational/member chart, minutes, policies and procedures, glossary of reporting terms and contact information.