



UNIVERSITY DATA STEWARDSHIP COUNCIL CHARTER

Adopted on November 9, 2017

Purpose and Goals

The Data Stewardship Council (Council or DSC), chartered by the President and Officers in 2008, is an element in the University's overall data governance structure.

It serves to develop and implement consistent and effective data policies and procedures across the University with the goals of (1) maximizing the benefit of data assets; (2) providing organizational insight and actionable analysis; and, (3) supporting leadership decision making and the University's strategic priorities.

The Council addresses issues concerning data management including usage, sharing, integration, access, security, privacy, quality, and compliance.

The Council carries out its charge through review, consultation, analysis, and communication. Much of the detailed work of the Council is carried out by additional workgroups that bring together various University data stakeholders to examine particular issues in depth and recommend solutions.

Core areas of focus

The mission of the Data Stewardship Council is to ensure that use of the University's data assets is properly leveraged and managed. To support that mission, the following describes key objectives and roles of the Council:

- Share best practices of data governance and stewardship to assist in the responsibilities of business process owners, division and department administrators, and data users.
- Manage data sharing among University units with the Data Usage Request process.
- Assess data issues or disputes related to policy, definition, structure, or use of particular data and communicate the results to the campus community as required.
- Develop data policies and standards and serve as a forum and a mechanism to disseminate those policies and standards in a consistent manner across the University.
- Advise data managers from the business units to develop and implement specific processes, procedures, and standards consistent with best practices.

- Provide guidance on proper procedures to protect data security and privacy.

With these areas of focus as a general framework, the Council will determine the need for other data-related operational procedures as required.

Composition

Council members represent a cross-functional set of Data Stewards¹ with responsibility for key business processes and systems. Membership will be reviewed and adjusted regularly to ensure diverse input from all areas of the University. Annually, the Council will elect a Chair and Vice Chair to serve one-year terms. The Chair and Vice Chair will be responsible for managing progress on the year's agenda items.

Expectations for Council members

- Council members serve for one-year renewable terms
- Because continuity and engagement are important, members are expected to attend at least 75 percent of all meetings either in person or by phone
- Members should not send delegates in their place
- Council membership is likely to include some additional time commitment outside of scheduled meetings

Meetings of the Council

The Council will hold monthly meetings. Meeting frequency for workgroups will be as needed. At the beginning of each fiscal year, the Council will convene and identify priorities and items in need of ongoing attention.

Charter Review and Amendments

The Council shall annually review and evaluate this Charter and make amendments as necessary.

¹ There are three main roles in University data governance: (1) Data Business Owners; (2) Data Stewards; and, (3) Data Custodians. (1) Data Business Owners have oversight responsibility for the portion of University data that is related to the University functions managed, administered, or run by the units and personnel who report to him or her. Data Business Owners may assign one or more Data Stewards to be responsible for data management within the Data Trustee's unit. (2) Data Stewards, assigned by a Business Owner, have the primary responsibility for the accuracy, privacy and security of a designated set of University data. (3) Data Custodians are assigned specific data management responsibilities by Data Stewards. Data Custodians will typically ensure the integrity, security, and privacy of data and will control access rights to data he or she manages. In certain cases, Data Stewards and Data Custodians may be the same individual.