



Data Stewardship Committee Charter

4/17/2023

Revision History

Table 1. Revision History

Version	Date	Author	Comments
1.0	4/12/2023	Brian Bolden	First Draft

Purpose

This Data Stewardship Committee (DSC) charter establishes the rules and guiding principles for the DSC at [university]. This charter establishes the committee as an ongoing priority at [university] to ensure that the University's data is clearly defined, appropriately accessible, and of high quality. It describes the framework, goals, and expectations necessary to cultivate and socialize new data policies, procedures, processes, and standards.

[university] established the DSC as a cross-departmental team charged by the Data Governance Council (DGC) to establish policies and procedures for the University's data. The high-level purpose of the DSC is to foster an environment that supports campus-wide, data-driven decision making, quality and user-related projects.

Authority

DSC members are authorized to make campus-wide rules and decisions regarding the management, access, quality, integration, and use of the University's data. Additionally, they have the authority to enforce data management and data governance programs within their specific domains. Decisions that result in any of the following conditions are escalated to the DGC for a final decision:

- Lack of consensus among DSC members on decisions regarding new and changed policies, procedures, processes, and projects
- Requests for additional fiscal resources beyond existing budget to support implementation of user-related projects
- Requests for re-engineering of the University's business processes
- Requests for University policy and procedure changes

Goals

[university]'s established goals for the DSC are to:

- Ensure access to data based on security protocols aligned with user roles
- Create data quality standards, controls, policies, procedures, and processes
- Create a data-sharing culture across the University that is consistent with [university]'s goals for data governance policies, procedures, and standards
- Implement consistent and efficient data integration and sharing practices across the university
- Establish and implement data inventories, data profiles, monitoring capabilities, and data integration across departments at [university]

Membership

DSC members consist of individuals from departments across the university. They are selected based on their broad knowledge of university functions and specialized knowledge of their functional areas. DSC members are empowered to represent their organizations, make the decisions, and provide resources necessary to execute the DSC's goals. Current DSC membership roles are listed in the [DSC Member Representation](#) section of this charter.

Responsibilities

DSC responsibilities are aimed at promoting a culture of internal data sharing and data-driven decision making across [university]. Specifically, these include:

- Establishing and attending regularly posted meetings (or sending a delegate of equivalent authority when a primary DSC member is not available)
- Actively participating in the identification, discussion, and proposal of mitigation and resolution actions for data governance risks and issues. Tasks may include:
 - Posing questions on topics such as data access/data access rejection, appropriate vs inappropriate data usage, data governance policy and procedure violations, systemic data quality issues, ineffective data sharing practices, etc.
 - Escalating unresolved issues to the DGC (as needed)
- Reviewing data governance draft policy and procedures prior to implementation or DGC review and approval when needed
- Curating and certifying data catalog content (including data classifications, regulations, references, etc.)
- Submitting recommendations and identifying those that are established as user-related projects and those that are added to a list of quality issues for review and resolution
- Identifying authoritative University data sources that are used as systems of record

Roles

The DSC at [university] is composed of three primary role types and one supporting role type.

Chairperson

The DSC chairperson is responsible for creating an environment where data stewards and stakeholders can collaborate and make decisions. Responsibilities include:

- Facilitating discussions and providing guidance on data management and data governance topics, standards, and best practices
- Identifying work to be accomplished and making sure that all tasks are accepted by the appropriate data steward(s)
- Bringing recommendations, major issues, and risks to DGC for discussion and resolution

Data Steward

The DSC data steward is responsible for promoting appropriate data use through planning, policies, and procedures at [university]. Data stewards are selected based on their ability to provide university-level knowledge and understanding for specific data areas (for example student data, financial data, HR data, or alumni development data). Responsibilities include:

- Ensuring data quality standards and data integrity, including consistent data definitions and their application throughout connected systems
- Collaboration amongst the stewards to ensure that overlapping areas between the organization units (for example, admissions, registrar, and financial aid) are included in any recommendations, data issues, policies, procedures, etc. and that impact the organizational areas included in the overlap
- Work with security, privacy, and compliance officers to ensure that data is classified appropriately

- Ensure that users in their organization area are provided training in data management and data governance policies, processes, procedures, and standards

Senior Business Analyst

The senior business analyst is responsible for managing quality and project-related activities. Responsibilities include:

- Tracking and managing resolutions for quality issues
- Tracking and managing user-related projects
- Sending an agenda at least one week in advance of a regularly scheduled meeting
- Sending an agenda with as much advanced notice as possible for any scheduled ad-hoc meeting
- Establishing a listserv to involve members in correspondence related to the DSC
- Managing the data management/data governance website

Recorder (support role)

The DSC recorder is responsible for capturing the decisions and action items from DSC meetings. Responsibilities include:

- Documenting decisions made during DSC meetings
- Recording action items and individuals responsible for completing them as they occur during meetings
- Recording issues raised during meetings for additional research and inclusion in future meetings
- Recording consensus for members on discussions and decisions
- Sending meeting notes within 48 hours of meeting. Notes include (at a minimum) decisions made, consensus status, action items, and future agenda items/unresolved issues

Meetings

The desired outcome of the DSC meeting is to reach consensus from its members on data policies, procedures, processes, standards, quality issues, and user-related projects. The DSC convenes on the third Friday of each month during the calendar year. The duration of each DSC meeting is approximately (60) minutes. For all DSC meetings, at least two-thirds of the total committee members must be present when a data policy, procedure, process, standard, quality issue, and/or user-related project decision is made to engage the DGC's guidance. If two-thirds of the members are not present, then the decision is deferred and an e-mail is sent to all members to achieve consensus prior to escalating the decision to the DGC.

The standard DSC Meeting Agenda includes:

- Review current status of data management/data governance activities
- Review and discuss action items and risks
- Review and discuss data quality issues
- Discuss potential user-related projects and establish working groups necessary for user related projects
- Review actions of recommendations submitted to the DGC

The members of the DSC meetings are listed in [Appendix A](#).

Success Factors

The following factors are critical to the success of data management/data governance at [university]:

- The active involvement by data stewards
- The establishment of functional policies, processes, procedures, and standards
- The commitment of DSC members to identify and provide subject matter experts and resources as necessary to perform work in the working groups for the user-related projects
- The commitment of DSC members to follow through with action items identified at meetings
- The commitment of DSC members to incorporate data management/data governance policies, procedures, processes, and standards in the execution of work in their business units

Related Groups

The DSC primarily interacts and coordinates with the following groups:

Table 2. DSC Related Groups

Group	Description
President's Council	President's Council members are listed here .
Executive Council	Executive Council members are listed here .
Data Governance Council (DGC)	DGC charter is listed here .

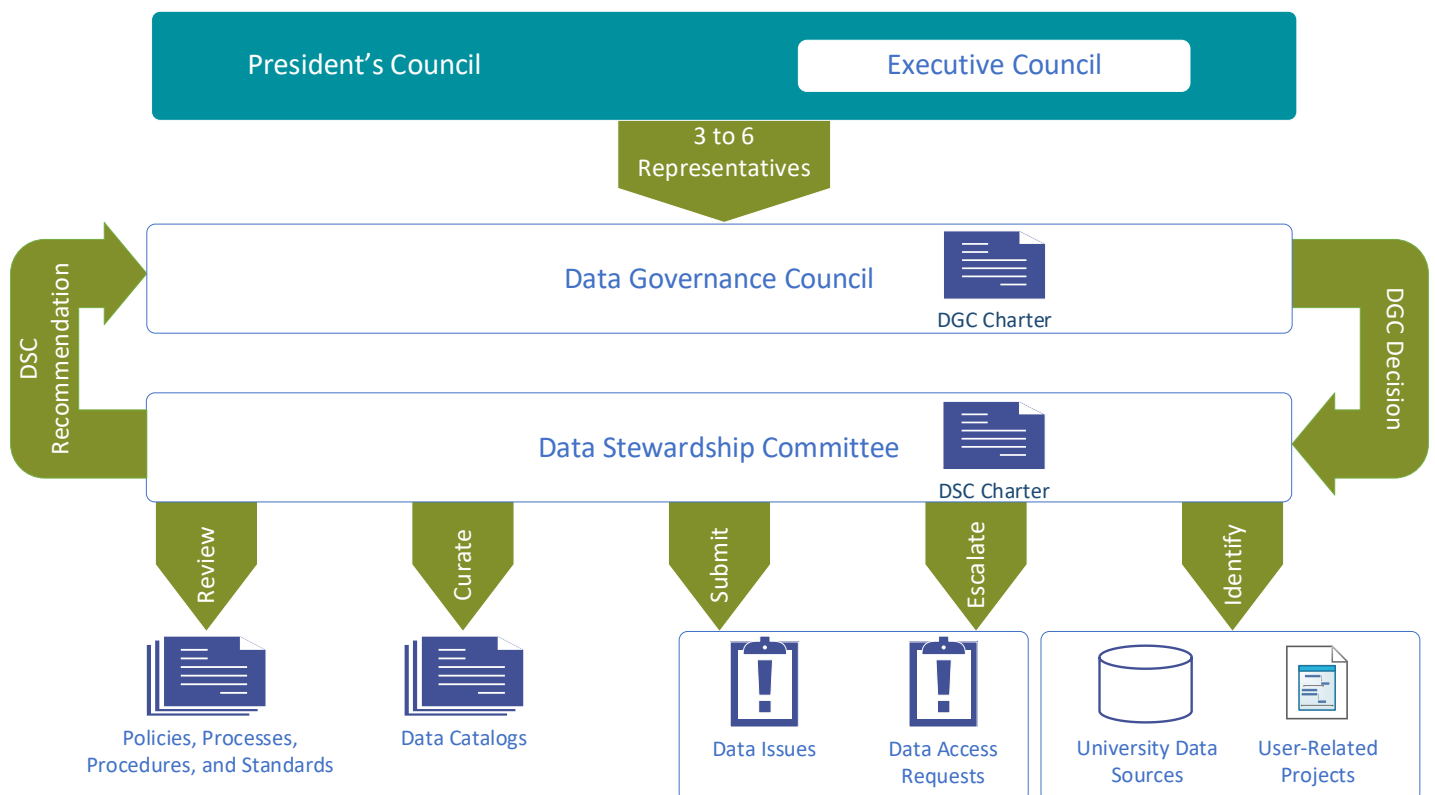


Figure 1. DSC Related Groups Diagram

DSC Member Representation

The DSC requires broad representation from across the University, including functional groups (units that serve core business functions and manage data), risk management/general counsel/audit, IT, and research.

Table 3. Current Voting Member Roles

Role	Organization
Vice Provost for Academic Administration	Academic Administration
Vice Provost for Academic Administration	Academic Affairs
Senior Associate Dean	Antonin Scalia Law School
Assistant Vice President, Capital Strategy and Planning	Capital Strategy and Planning
President/Executive Director, GMU Instructional Foundation	Capitol Connection
Dean	Carter School
Associate Vice President for Strategic Budgeting & Planning	Central Reserves
Dean	College of Education and Human Development
Dean	College of Engineering and Computing
Dean	College of Humanities and Social Science
Dean	College of Public Health
Dean	College of Science
Dean, CVPA/Executive Director	College of Visual and Performing Arts
Vice President, Enrollment Management	Division of Enrollment Management
Vice President	Facilities
Vice Provost for Faculty Affairs and Development	Faculty Affairs and Development
Associate Vice President and Controller	Fiscal Services
Vice President, Government and Community Relations	Government and Community Relations
Assistant Vice President of HR Strategy & Talent Management	HR and Payroll
Assistant VP/Deputy CIO, Enterprise Service Deliver	Information Technology
Interim Athletic Director	Intercollegiate Athletics

Table 3. Current Voting Member Roles

Role	Organization
Interim Dean of the University Libraries and University Librarian	Library
Associate Vice President of Research Services	Multidisciplinary Research
Vice President, and Chief Diversity Officer [EC]	Office for Diversity, Equity, and Inclusion
Chief Audit, Risk, and Compliance Officer	Office of Audit Risk and Compliance
Associate Vice President for Strategic Budgeting & Planning	Office of Budget and Planning
Vice Provost for Institutional Effectiveness and Planning	Office of Institutional Effectiveness and Planning (OIEP)
Asst Dir, Entrepreneurship Programs	Office of Research Innovation and Economic Impact
Vice President, Adv and Alumni Relations/President GMUF	Office of University Advancement and Alumni Relations
Vice President and Chief Brand Officer	Office of University Branding
University Counsel	Office of University Counsel
University Ombudsperson	Office of University Ombudsperson
Chief Business Officer and Exec Dir, Finance and Operations, Operations and Business Services Interim Vice President	Operations and Business Services
Vice Provost for Academic Administration	Provost and Executive VP
Center for Real Estate Entrepreneurship Representative	Real Estate
Operations Manager	Regional Campuses
Interim Director of Administration and Operations Associate Director of Operations	Regional Campuses, [university] in Loudoun, Arlington Campus
	Regional Campuses, [university] Square/[university] in Loudoun Administration
	Sci-Tech Campus Executive Office
Associate Vice President	Safety Emergency Enterprise Risk Management
Dean	School of Business
Dean	School of Policy and Government
Vice President	University Life
University Counsel	Office of University Counsel

Additional Resources

Table 4. DSC Resource List

Resource	Description
ECAR: Establishing Data Stewardship Models	Provides guidance on establishing a data stewardship program for administrative data.
[university] Business Intelligence Site	Provide our [university] customers with data, expertise, and solutions that allow them to easily and accurately access information for reporting, analysis, and decision-making needs across all campuses.
[university] Data Governance Council Charter	Defines the purpose, rules, and responsibilities for the Data Governance Council.
[university] Executive Council	Provides a list of Executive Council members.
[university] Policy Home Page	Provides access to well-articulated and understandable University policies. Policies that are easy to find, read and understand will help the university accomplish its mission, maintain accountability, provide employees and students with clear and concise guidelines, and clarify how the university conducts business.
[university] President's Council	Provides a list of President's Council members.

Appendix A: Data Governance Alignment and Deliverable Matrix

NOTES:

- The Information Technology Security Office (ITSO) policies and procedures are separately managed and governed from data governance policies and procedures. However, ITSO is represented on the Data Governance Council and on the Data Stewardship Committee so that continuing alignment and collaboration can occur as needed.*
- Delivery phases are (1) Draft, (2) Review & Propose, (3) Approve, and (4) Publish.*

Table 5. Data Governance Alignment and Deliverable Matrix

Item	Data Governance Project Team	Accountable Departments	DSC	Data Governance Council	ITSO
Enterprise Data Governance Policies, Procedures, and Standards	(1) Draft (4) Publish	-	(2) Review & propose	(3) Approve	Review
Regulatory Driven Policies, Procedures, and Standards (FERPA, HIPPA, SFA, etc.)	(2a) Review	(1) Draft (3) Approve (4) Publish	(2b) Review	(2c) Review	Review

Table 5. Data Governance Alignment and Deliverable Matrix

Item	Data Governance Project Team	Accountable Departments	DSC	Data Governance Council	ITSO
Information Security Policies, Procedures, and Standards	(2) Review	(2) Review (if applicable)	-	-	Draft / Propose Approve Publish
Data Element Inventory	(2) Proposes “normalized” versions of elements (5) Publish	(1) Draft submission to DG Project team (3) Follow up and collaboration w/ the Project Team.	(4) Review & approve	Informed (used for escalated approvals only)	Informed
Data Element Classification	(2) Proposes “normalized” versions of elements (5) Publish	(1) Draft Submission to DG project team (3) Follow up and collaboration w/ the Project Team.	(4) Review & approve	Informed (used for escalated approvals only)	Informed