



Data Governance Committee Charter

Purpose

The purpose of the data governance committee is to establish methods and an organization with clear responsibilities and processes to standardize, integrate, protect, and store institutional data. The data governance committee seeks to encourage desirable behavior in the valuation, creation, use, storage, archiving, and deletion of information, all to ensure data quality control, integrity, and security.

Mission

In order to ensure accurate reporting and effective use of data for decision making, the Lincoln University data governance committee will manage the quality, consistency, usability, security, accessibility, and availability of institutional data.

Outcomes

The Data Governance Committee will focus on four key components:

1. **Data responsibility:** Ensure a clear understanding of who is responsible for what data. Review and develop policies and procedures to determine who has authority to make decisions regarding access (e.g., master access plans, the definition of data roles, priorities, data usage standards) and under what conditions those decisions are made.
2. **Data integrity:** Ensure data is reliable and used consistently across the institution. Create mechanisms to increase data stewardship to ensure the integrity and quality of data.
3. **Data availability:** Ensure only the right people are accessing the correct data. Create clear and commonly-used structures, models, definitions, and processes across multiple platforms to support coordination and collaboration, effective decision-support, and efficient operations University-wide.
4. **Data protection:** Ensure data is secure and individual privacy is protected. Develop risk management and compliance strategies to ensure data remains an asset for the University.

Data Governance Roles

Data Governance Committee: The committee will consist of members from OIERP, IT, and various data stewards.

Data Custodian (OIERP & IT): Data Custodians will execute approved access rights to data they oversee. In addition, Data custodians implement controls to ensure the integrity, security, and privacy of institutional data. Data stewards and data custodians work closely to ensure that their organization complies with the enterprise data management standards/policies and that critical data-related issues are escalated to the data governance committee in a timely manner.

Data Reporter: Data reporters are department power users. Their job requires them to access, manipulate, and analyze institutional data to provide information to decision-makers.

Data Steward: Data Stewards are subject matter experts in their respective data domains. Some of the data stewards' responsibilities are data entry, defining data definitions, data security

requirements, data privacy requirements, allowable values, and data quality requirements. Data stewards also play a critical role in certifying data quality for their specific business domain/area.

Committee Members

While all members share some team responsibilities, collaborative teams work best when members also have specific roles and responsibilities.

Member	Role & Office
Tiffany Lee, Co-Chair	Data custodian, OIERP
Justin McKenzie, Co-Chair	Data custodian, IT
Turan Gonul	Data reporter, OIERP
Data Stewards	
Catherine Rutledge	Registrar
Nikoia Forde	Admissions
Kim Anderson	Financial Aid
Norman Billie	Bursar
Jen Lucas	Business Office
Jay Simmons	Office of the Controller
Mary-Michael Rosling	Human Resources
Marion Bernard-Amos	Faculty Affairs
Lyndsay Raymond	Student Life
Marlayne Manley	Student Success
Samira Malik	Institutional Advancement