



COLLEGE POLICY GUIDELINES/PROCEDURES

POLICY NUMBER: 6101-B
DATE: September 30, 2019
POLICY TYPE: Institutional Learning & Effectiveness
POLICY TITLE: Data Governance Policy
GUIDELINES/PROCEDURES:

Data Governance Guidelines

The governance board should:

- 1) Include representation from across the college, including the regional campuses to:
 - a. Help ensure consistency across the college
 - b. Ensure that cross-college interests are heard and addressed

- 2) Develop a multi-level structure to:
 - a. Create entities that can be more efficient and effective
 - b. Ensure global concerns on policy can be addressed that can then inform more local implementation concerns
 - c. Address that the persons involved in each, policy and implementation, should likely differ and prevent one, overly large governing board

- 3) Develop a clear communication plan to ensure transparency in the data governance board's functioning

- 4) Apply an equity lens when creating policies and procedures

- 5) Operate in an interest based manner – includes and loops-out with Shared Governance bodies and related committees including the District Board.

- 6) Create an assessment plan to ensure accountability

The tables on the next page are examples from *Organizational Structures for Data Governance at Community Colleges* research brief by the Education Advisory Board, 2014.

Responsibilities in Data Governance

	<i>Group</i>	<i>Constituency</i>	<i>Responsibility</i>	<i>Positions</i>
Strategic — Tactical	Governing Board	Executive Leadership	Strategic Vision & Oversight	Data Trustees
	Working Groups	Director-level Administrators	Procedural Oversight	Data Stewards Data Managers
	Data Users	Mid-level & Entry-level Professionals	Procedural Implementation	Data Experts Data Users

Defined Roles in Data Governance at a Four-Year Institution

<i>Position</i>	<i>Role</i>	<i>Responsibilities</i>	<i>Titles</i>
Data Trustees	Senior official who plans and makes	Oversees establishment of data governance within departments and assigns responsibility and accountability	Associate Vice President
Data Stewards	Director-level official who oversees operation, collection, and storage of data	Implement data governance within a department	Controller, Registrar, Director
Data Managers	Involved in daily collection and release of data	Varies by department	Varies by department
Data Experts	Manage business processes and rules that involve data	Varies by department	Information Security Analyst, Information Management Analyst
Data Users	Access data as part of normal responsibilities at institution	Responsible for correct use of data and adherence to policies	Varies by department