University Policy #8160

Data Governance Committee

Effective Date

April 2019

Responsible Party

Vice President and Chief Financial Officer, (208) 426-1200
Associate Vice President/Chief Information Officer, (208), 426-3033
Information Technology Governance Council (ITGC)

Scope and Audience

This policy applies to all Institutional Data used in the administration of the University - except Data collected for the purpose of academic research - and all University employees, students, contractors, consultants, affiliates, vendors, and any other persons or entity utilizing University Data.

Additional Authority

- University Policy 8150 (Information Technology Governance)
- University Policy 8060 (Information Privacy and Data Security)

1. Policy Purpose

To establish a Data Governance Committee responsible for governing the access, use, quality, and retention of data at Boise State University and to ensure University employees, students, contractors, consultants, affiliates, and vendors act ethically and responsibly with respect to data.

2. Policy Statement

Boise State University is committed to protecting the access, use, quality, and retention of the University’s Data. The University’s Data are a valuable institutional asset and must be
maintained and protected for the purpose of carrying out institutional business. The University has established a Data Governance Committee to establish governing operating standards, policies, and values, representing the broad interests of the University as a whole.

3. Definitions

3.1 Data Governance Committee (DGC)

The DGC is the managing authority for the establishment of University operating standards, policies, and values to promote and guide effective and responsible data governance.

3.2 Data or Institutional Data

Items of information that are collected, maintained, and utilized by the University for the purpose of carrying out institutional business. This includes Data that is aggregated into metrics relevant to operations, planning, or management of any unit at Boise State University. Research data independently collected by faculty for research is not within the scope of Data or Institutional Data.

4. Responsibilities and Procedures

4.1 Data Governance Committee Membership

a. The DGC will consist of formally identified campus Data owners or experts who have managerial responsibility for Data or information and whose departments have a vital role pertaining to University Data. The following individuals will serve on the DGC.

- Director of Institutional Research
- AVP Enrollment Services
- Registrar
- Chief Information Officer/Deputy CIO
- Chief Information Security Officer
- IT Director of Development
- AVP of Human Resources
- AVP of Finance
- AVP of Sponsored Programs
- AVP of Marketing and Communications
- Representative from Advancement appointed by the Vice President for Advancement
- Executive Director of the Boise State Foundation
- Director of the Office of Institutional Compliance and Ethics
- Representative from Campus Operations appointed by the Chief Operating Officer and Vice President for Campus Operations
- A Dean or Associate Dean appointed by the Provost and Vice President for Academic Affairs
- A faculty member appointed by the Provost and Vice President for Academic Affairs

b. Chairperson(s) of the Data Governance Committee will be appointed by the ITGC.

4.2 Relationship to Other Committees

The Data Governance Committee will report directly to the IT Governing Council (ITGC) and work alongside the IT Priority Council (ITPC). The Committee will work closely with the University’s policy director, other related (sub) committees or working groups (such as identity management group), and as contributors to IT large development projects. The scope of work will be continuously refined in conjunction with ITGC as data governance matures.

4.3 Responsibilities

The Data Governance Committee will establish operating principles and values to promote and guide Data governance at the University. The pillars of data governance will include access, use, quality, and record retention along with the associated policies, practices, standards, and guidelines.

4.3.1 Data Access

a. Adopt, communicate, and oversee implementation of University-wide standards for Data administration and business process around permissions for internal and external access to Data.
b. Ensure Data is available to support Boise State University initiatives, projects, and services that benefit the University as a whole.

c. Engage in priority setting and policy recommendation as part of the university leadership architecture.

d. Establish process and guidelines for responding to internal and external requests for Data, including, for example, the intake process and responsibilities for fulfilling requests.

c. Endorse and/or approve authorities of record for Data sources.

4.3.2 Data Use

a. Draft and recommend policies or enhance existing policies to help safeguard Institutional Data.

b. Advocate standard contract clause specifying ownership and acceptable use of Data with external vendors.

c. Develop criteria for determining recommendations on Data to be modeled into the data warehouse.

d. Develop, document, and publish data standards for core institutional metrics and data fields.

4.3.3 Data Quality

a. Promote Data quality (validity, integrity, timeliness) and address issues of duplication, version control, and inconsistency.

b. Establish protocols for the use of Data definitions, Data dictionaries, and naming conventions to bring consistent Data forward to the university community.

4.3.4 Data and Record Retention

Promote best practices in Data and record retention ensuring the University is acting in the best possible manner to mitigate risk.

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**Revision History**