

# UW SYSTEM ENTERPRISE DATA GOVERNANCE COUNCIL CHARTER

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## Article I. Introduction

The University of Wisconsin System Enterprise Data Governance Council will act as a decision-making body and provide overall data stewardship for enterprise level data and data systems for the University of Wisconsin System. In order to accomplish these goals, the council will establish a sustainable set of controls, data standards, data policies, and an efficient process to reach critical decisions on data issues quickly.

### 1. Purpose of this document

This Data Governance Charter serves to establish the Enterprise Data Governance Council in the UWS. This council will work to ensure that data used for operations, reporting, and decision-making is timely, highly accurate, and of the greatest utility. This Charter also describes the operational framework and organization of decision-making needed to implement and promote new data policies, procedures, and standards.

### 2. Scope

The Enterprise Data Governance Council will address data issues for all UWS enterprise-level data, and will provide support and advice for campus data initiatives when appropriate.

### 3. Document ownership

This document will be updated and maintained by the Enterprise Data Governance Council.

## Article II. Data Governance Guiding Principles

Sound data governance principles should guide policy and decision making for the Enterprise Data Governance Council. These principles should guide the vision for data governance generally and for the Enterprise Data Governance Council specifically. These guiding principles include:

- Data is an asset to the organization and should be managed as an asset.
- Data governance should be agile and mission driven.
- Data quality is a shared responsibility.
- Data management awareness should be promoted throughout UWS.
- Data governance policies and standards should be approved by a sanctioned committee, the Enterprise Data Governance Council, with representation from key UWS stakeholders.
- The Enterprise Data Governance Council should provide leadership to ensure the proactive management of data as a shared asset and to bring value to the organization through that data.
- Clear authority and accountability are needed for data policy development and approval, data stewardship, and data management across the enterprise.
- The data governance decision-making process should be transparent to all data stakeholders.
- Data governance will support the development of a culture of shared information and resources.
- Policies, definitions, and metrics should be communicated effectively and as part of a standardized communication plan.

## Article III. Enterprise Data Governance Council Objectives

UWS will implement a set of Data Governance policies and processes for all UWS enterprise data and data processes. UWS enterprise data is information that is generated, collected, stored, transmitted, or enhanced by or for University of Wisconsin System to conduct systemwide operations, management, auditing, planning, evaluation, and decision-making. Enterprise data typically, but not exclusively, are created from system-wide business processes and reside in central transactional or reporting systems.

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Specific objectives include:

- Establish appropriate responsibility for the management of data as an enterprise-wide asset.
- Establish an organizational framework with clear roles and responsibilities that enables sustainable execution across the enterprise.
- Identify, prioritize, track and resolve critical data issues.
- Promote and support shared and standardized definitions for enterprise data to promote consistency and accuracy.
- Develop and promote the widespread adoption and use of system-wide data governance processes.
- Improve the data utility, quality, reliability, accuracy, and timeliness to promote evidence-supported decision-making.
- Generate an enterprise-wide awareness around the use of the data, its value, and the need for governance.
- Create policies and procedures for the addressing and resolving data issues, and metrics for assessing adoption and efficacy of those policies and procedures.

### Article IV. Membership and Responsibilities

Enterprise data is categorized into data domains, each with a data trustee, for the purpose of assigning accountability and responsibility for the data. Enterprise data domains and trustees are:

Data Domain	Trustee
Budget and Finance	UWSA AVP Finance
Human Resources	UWSA AVP Human Resources
Student and Curricular*	UWSA AVP Policy Analysis and Research One UW institution Registrar
Teaching and Learning	UWSA Director, Teaching & Learning Technology

\*The Student and Curricular domain is represented by two trustees to reflect the diversity of business needs resulting from distinct and unique institutional missions.

The EDGC consists of seven members: the four UWSA trustees noted above and three members representing UW institutions. The institution members include a registrar, who represents all UW institutions as a trustee of Student and Curricular data; a chief business officer; and an institutional research officer.

At least one of the institution members is from UW-Madison; the other two rotate among the remaining institutions on an annual basis. Institution members commit to actively engaging with colleagues systemwide to represent all UW institutions on the EDGC. The term of institutional members on the council will be two years, or until they resign from the position. In order to ensure continuity of institutional knowledge on the council, one institutional member of the council will serve a one-year term. Their successors will serve two-year terms.

1. One of the members shall act as Chair. The chair shall serve a one-year term.
2. One member shall act as Vice-Chair. The Vice-Chair shall serve a one-year term.
3. The Chair and Vice-chair will be selected by the Council.
4. Domain Data Stewards will be appointed by each member to act as data experts in their domain area.
5. Additional technical and subject matter experts and members of communities of practice will be invited to participate in workgroups and council meetings as needed.

The roles and primary responsibilities of the Enterprise Data Governance Council will be as follows:

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- **Council Chair** leads the Council. Responsibilities include:
  - Maintain alignment between UWS strategic objectives and Data Governance priorities,
  - Determines the agenda and dates for each meeting,
  - Ensures broad consultation with stakeholders and communities of practice is taking place.
- **Council Vice-Chair** helps to lead the council. Responsibilities include:
  - All duties of the chair in their absence,
  - Assume role of Chair for remaining term if needed.
- **Council Members** are the membership of the council. Responsibilities include:
  - Decision-making on all data governance issues that come before the council,
  - Prioritizing data issues for resolution, and resolving cross-functional issues,
  - Appointment of domain data stewards for each functional area,
  - Creation of expert working groups for development of solutions to enterprise data issues.
- **Domain Data Stewards** are experts in their respective data domains appointed by Data trustees. Responsibilities include:
  - Serve on appropriate expert working groups as needed,
  - Lead consultation with existing communities of practice,
  - Review proposed decisions and interact with working groups to improve solutions,
  - Advise their data trustee on considerations for their area of responsibility and broader data community.
- **Council Coordinator** is an IT or data experts assigned by OLITS to the EDGC. Responsibilities include:
  - Work with Council Chair to establish agenda of issues for review,
  - Providing liaison to the Technical, Project and Domain teams to ensure that issues are surfaced and referred by those teams,
  - Conduct an initial review of submitted issues to determine applicability to Council mission.
- **Expert Working Groups** are subject matter experts (SMEs) convened on an ad hoc basis to develop solutions on specific enterprise data issues. Responsibilities include:
  - Gather and analyze potential solutions to identified enterprise data issues,
  - Prepare proposed solutions and alternatives for action by the EDGC,
  - Consult with Domain data stewards on proposed solutions,
  - Submit proposed decisions to the EDGC.

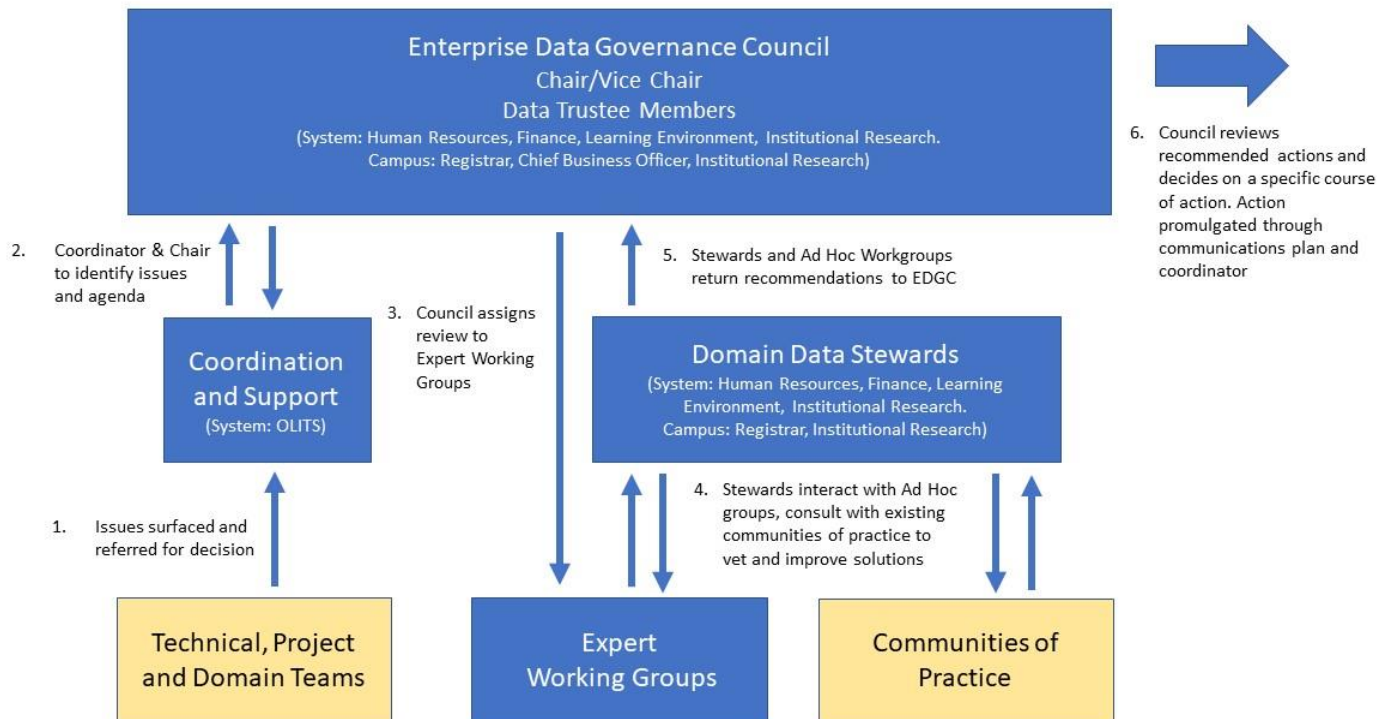
### Article V. Decision-Making

Voting and decisions will be conducted using a consensus model. In all instances, the preferred outcome will be a generally agreed solution as presented by the expert working group and endorsed by the Council's data stewards. If a consensus cannot be reached the preferred outcome is to refer the matter back for additional review. If a decision must be reached in a time-sensitive fashion, the chair may elect to take the matter to a simple majority vote. At least four voting members must be in attendance to constitute a quorum. In the absence of a quorum, the chair may conduct the meeting for informational purposes only or may adjourn the meeting. A proxy may be designated by a voting member to act in his stead for a particular meeting.

In all instances where practical, the Council will follow a decision-making model which ensures appropriate input from stakeholders including technical staff and communities of practice. An overview of the planned approach appears in figure 1.

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In summary, the decision-making process will typically proceed in the following steps:

1. Technical, Project and Domain teams identify issues and refer them for decisions.
  - These broadly construed teams work outside of the Council's purview, and may refer decisions for System level data issues through existing specific organizational structures.
  - Other groups and communities of practice may also refer issues as needed.
  - Council coordinator(s) will vet issues initially and may summarily return to team as they deem appropriate.
2. Coordinator, Chair, and Vice Chair identify issues and agenda.
  - Council coordinator will work with Council Chair to establish agenda of issues for review.
  - Chair and Vice Chair may add items to agenda.
3. Council assigns out work to working groups.
  - The Council will appoint either an existing or ad hoc expert working group to consider specific issues or groups of issues.
  - The Council will charge the group to review the issue(s) and develop actionable solutions.
  - The working group will develop a specific actionable proposal for a decision.
4. Domain Data Stewards review proposed solutions and interact with Working Group to improve solutions.
  - Data stewards and working group will review proposals and revise actions/solutions as needed.

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- Data stewards consult with existing communities of practice on proposed actions.
  - Data stewards advise their data trustee on considerations for their area of responsibility and broader data community.
5. Workgroups and Data Stewards return recommendations to EDGC.
- A written recommendation based on technical solution will be provided to the EDGC.
  - The workgroup and data stewards should identify any specific risks, issues, and alternatives that they consider relevant
6. Council reviews recommended actions and decides on a specific course of action.
- Council will review and vote on vetted solution proposals.
  - Council may:
    - Refer issues back to Technical, Project and Domain team for additional development,
    - Refer proposed actions to Data Stewards or Working Group for additional and recommendation,
    - Approve or disapprove proposed action,
    - Other action or referrals as deemed appropriate.
  - Decisions will be rapidly promulgated in writing and through coordinator for implementation per existing communication plan.

### Article VI. Meetings

The data governance committee will meet every other week or as needed. The meeting time or location may vary at the discretion of the members.

### Article VII. Status Reporting

The Council chair will provide a status report for review to the Council members in advance of meetings. The status report may include the following.

- Updates on the status of goals, objectives, identified issues, and decisions by the Council,
- Summary of new and pending issues which will be discussed,
- Action items for the coming meeting.

The Enterprise Data Governance Council will provide regular and robust communication to System and Institutional leaders, communities of practice and all stakeholders. This will be governed by a communications plan developed by the council and include both formal reporting structures and informal communication through existing communities of practice.

### Article VIII. Charter Approval

- This charter is approved by the Enterprise Data Governance Council as of **[date charter is approved]**.
- The undersigned committee members acknowledge they have reviewed and approved this charter.

SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_  
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