

Data Governance Charter

Purpose

The University System of Georgia Business Procedures Manual Section 12.2.1 requires each USG organization to establish a data governance structure. The data governance structure will demonstrate accountabilities for the data assets of the organization to ensure proper use and handling of data being read, created, collected, reported, updated or deleted.

This Data Governance Charter will identify the offices/positions responsible for fulfilling the roles defined in Business Procedures Manual Section 12.2.1.

Membership

The Data Governance Structure shall consist of three committees, the “Global” Data Governance Committee, the Functional Data Governance Committee and the Technical Data Governance Committee.

As the chief executive officer, the president of Middle Georgia State University is identified as the **Data Owner**. Data Owners have the responsibility for the identification, appointment and accountability of **Data Trustees**.

The Global Data Governance Committee consists of Data Trustees designated by the President and this charter. These Data Trustees are executives of the USG organizations who have overall responsibility for the data read, created, collected, reported, updated or deleted in their data area(s). The Global Data Governance Committee is responsible for defining, implementing, and managing policies and procedures for data governance and data management functions.

The President designates the following executives as Data Trustees:

- Chief Information Officer – Roger Dixon
- Executive Director Human Resources - Vicky Smith
- Executive Vice President Finance & Operations - Nancy Stroud
- Provost & Vice President - Jon Anderson
- Vice President Enrollment Management - Jenn Stenander
- Vice President Student Affairs - Jennifer Brannon
- Vice President University Advancement and Executive Director Foundation - Ken Fincher

These Data Trustees must elect a committee chair and appoint **Data Stewards** within each functional area for which they are responsible. The Data Trustees will inform the Global Data Governance Committee of their data stewards’ appointments, including office, name and contact information of the incumbent.

The Functional Data Governance Committee consists of Data Stewards designated by the Data Trustees. Data stewards act as advisors to the data trustees and have management responsibilities for data administration issues in their functional areas.

Data Trustees designate the following unit managers, or their designee, as Data Stewards (listed is the person currently in that role):

- Assistant Vice President of Student Affairs – Michael Stewart
- Associate Provost – Debra Mathews
- Director of Admissions – Margo Woodham
- Director of Financial Aid – Lee Ann Kirkland
- Executive Director of Institutional Research – Michael Gibbons
- Executive Director of Development – Julie Davis
- Executive Director, Budgets & Auxiliary Services – Amanda Funches
- Executive Director, Finance – Brian Stanley
- Payroll and Systems Manager – Amanda Register
- Police Chief – Shane Roland
- Registrar – Dian Mitchell
- Director of Risk Management – Ron Ardelean
- Director of Residence Life – Brian Harrell
- Director of Marketing and Communications – Cheryl Carty
- Assistant Vice President of Facilities – David Sims

In addition to Data Stewards, the following representatives will serve on the committee.

- *Technical Data Governance Committee Representative*
- *Faculty Senate representative*

The Technical Data Governance Committee

- Chief Information Security Officer – Joel Morgan
- Director of Enterprise Information Systems – Beverly Bergman
- Director of Enterprise Systems Management – Geoff Dyer
- Director of Network Services – Tommy Davis
- Director of Technical Support Services – Jeff Marshall

Roles and Responsibilities

The primary role of the Global Data Governance Committees is to ensure implementation of University System of Georgia Business Procedures Manual section 12.

Global Data Governance Committee

The Global Data Governance Committee is responsible for defining, implementing, and managing policies and procedures for data governance and data management functions.

Specific responsibilities include, but are not necessarily limited to the following:

- Defining data management roles and responsibilities contained in this section and other policy and procedure documentation;
- Maintaining documentation pertaining to data governance and management policy and procedure in a centralized and accessible location for the participant organization staff;

- Identifying the Data Governance and Management Committee structure and membership;
- Ensuring that cybersecurity control processes detailed in the Cybersecurity section are developed and operational; and,
- Assisting the chairs of the functional and technical committees to ensure effectiveness.

Functional Data Governance Committee

The Functional Data Governance Committee is responsible for collective decision making around substantive changes to organization data collection, maintenance, access, and use within their functional area. These changes will generally be reflected in policies, procedures and guidelines to be submitted to the Global Data Governance Committee. It is the role of the Functional Data Governance Committee to identify what the threshold is for decisions to require Global Data Governance Committee consideration.

Technical Data Governance Committee

The Technical Data Governance Committee is responsible for technical guidance to support the work of the other Data Governance Committees and for decision making about the feasibility of and methods for carrying out decisions of the Functional Data Governance Committees.

Chief Information Officer (CIO)/Chief Information Security Officer (CISO)

Responsibilities of the CIO and CISO are to ensure that technical infrastructure is in place to support the data needs and assets, including availability, delivery, access, and security across their operational scope.

Meetings

The Global Data Governance Committee will meet at least quarterly and more often as needed. A majority of the committee members shall constitute a quorum. The committee chair will keep a copy of the committee meeting minutes and forward a copy to all committee members. The committee chair may invite any director, officer, staff member, expert or other advisor who isn't a member of the committee to attend, but these individuals have no voting power.

The Functional Data Governance Committee will meet at least quarterly, or as often as needed, to fulfill directives issued by the Global Data Governance Committee.

Members of the Technical Data Governance Committee will join other committee meetings when requested and meet separately as needed.

The Global Data Governance Committee will review this charter at least annually and recommend any proposed changes to the President for review. The president may make changes to this charter as needed.

This charter was last updated on 9/25/2019. This charter was approved by the President on (DATE).

References

Business Procedures Manual Section 12

https://www.usg.edu/business_procedures_manual/section12/C1643