University of Texas Arlington
Data Governance Program Charter

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1 Introduction

The goal of the University of Texas Arlington (UTA) Data Governance (DG) program, as reflected in this Charter, is to establish data management best practices, clear accountability, data stewardship and a decision-making structure for an ongoing Data Governance program. This program will result in a sustainable and efficient set of controls, data standards and data policies for UTA, with the potential to extend its scope over time to other areas within UTA.

1.1 Purpose of this Document

This Data Governance Charter serves to establish the Data Governance program at UTA. This program will be ongoing in order to ensure that data used for operations, reporting, and analytics is clearly defined, is of high quality and will deliver valid, accurate results. The Data Governance Charter also describes the operational framework and decision-making accountabilities required to enforce and socialize new data policies and standards.

1.2 Scope

The initial scope of the Data Governance Program will be limited to the prioritized efforts of the Analytical Data Warehouse (ADW) project. It is anticipated that through piloting and improving data management best practices, and through demonstration of measurable success as a result of Data Governance policies, UTA may extend this program to other areas of the organization as needed.

1.3 Document Ownership

This document will be maintained by the UTA Data Governance Office.

2 Business Drivers and Objectives of the Data Governance Program

2.1 Business Drivers

High-priority business drivers have been identified that reflect the value of implementing an ongoing Data Governance Program within UTA.

These include:

- 20/20 UTA strategic plan
- 60x30TX Texas State plan
- National and international accreditation and ranking processes
- Business and operational efficiencies

2.2   Data Governance Program Objectives

UTA will implement a set of Data Governance policies and processes for a reporting and analytics data warehouse. Based on the Data Governance Master Plan, the Data Governance program will focus on areas of operational framework, organizational development, training, communication, and program metrics.

Specific objectives include:

- Establish appropriate responsibility for the management of data as an institutional asset
- Establish an organizational framework with clear roles and responsibilities that enables sustainable execution across the institution
- Establish standard definitions for key institutional data to promote consistency and accuracy
- Improve the data usability, quality, and timeliness to promote data based decision-making
- Generate an institutional awareness around the use of the data, its value, and the need for governance
- Developing a business glossary with inputs from all areas of UTA
- Improving data quality and consistency throughout the organization

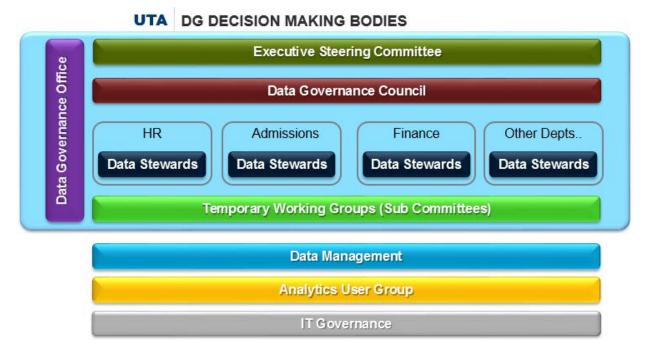# 3   Data Governance Program Guiding Principles

The Data Governance principles will guide policy and decision making for the program. The principles represent the "end-state" vision for managing data at UTA and will form the vision for how the Data Governance program is developed going forward. These guiding principles are as follows:

- Data management awareness will be promoted throughout the organization
- Data quality is everyone's responsibility
- Data Governance Council members will proactively manage data as a shared institutional asset to bring value to the organization
- Data Governance will be nimble and business driven
- Clear authority and accountability will be established for policy approval, data stewardship, and data management activities across UTA
- Data Governance policies and standards will be approved by a sanctioned decision-making committee with representation from key UTA stakeholders
- The Data Governance decision-making process will be transparent to all data stakeholders
- Data Governance will support the evolution towards a culture of shared information and resources
- Business and data definitions will be developed, documented and sanctioned through the Data Governance process
- Data Governance activities will be measured and the results will be regularly communicated
- Policies, definitions and metrics will be communicated based on a communication plan

4 Data Governance Organizational Structure

Implementing Data Governance that covers all aspects of the data lifecycle requires an organizational framework that provides cross functional representation, facilitates organizational change and decision making. It involves both data management and business stakeholders, and assigns responsibility for the data asset.

The framework that UTA adopted to further its Data Governance objectives is illustrated below.

5 Executive Steering Committee

The Executive Steering Committee is made up of senior leaders from across UTA that represent the strategic business areas of the University. This committee will set overall direction for the program, set priorities, and address any issues that cannot be resolved at the lower levels of the program. It is responsible for securing funding for the program. It approves new Data Governance policies recommended by the Council(s) and Data Stewards.

The Data Governance Steering Committee is responsible for providing executive leadership, sponsorship, and aligning data strategy and Data Governance priorities with UTA's strategic objectives. The Executive Steering Committee sanctions the UTA Data Governance program and ensures that Data Governance is enforced across lines of business and across the colleges. This group is critical to ensure adherence to data policies.

5.1 Assignment

The Executive Steering Committee will represent key business areas at the Executive level (C-Level and VPs), and will sanction authority to the Data Governance Council and Data Stewards to identify, research, and resolve data issues through the policy creation and enforcement process. The members of this Committee will elect a chairperson to lead Data Governance related meetings and discussions.

- The chair rotates annually
- Committee membership is reviewed annually

5.2   Responsibilities

The Executive Steering Committee will:

- Maintain alignment between University strategic objectives and Data Governance priorities
- Approve data policies that have been reviewed by the Data Governance Council
- Resolve Data Governance issues that cannot be resolved at the Council level
- Ensure that policy execution and enforcement practices are working effectively across the organization

5.3   Meeting Schedule

The Data Governance Steering Committee meetings will be organized by the Data Governance Office (DGO) and chaired by the elected chairperson.

The Executive Steering Committee meets quarterly. Ad hoc meetings of the Committee may be called as needed.

6   Data Governance Council

The Data Governance Council is the primary decision-making group. They establish and review policies, and ensure Data Governance adoption and engagement across the organization. The Data Governance Council is responsible for assessing and prioritizing data issues for resolution, resolving cross-functional issues, and ensuring that data stewards are appointed and resources are available as needed.

6.1   Assignment

The Data Governance Council are senior leaders of the University who have responsibility for areas that have systems of record. The members of this Council will elect a chairperson to lead meetings and discussions.

- The chair rotates annually
- Council membership is reviewed annually
- One seat of this Data Governance Council is held by a dean

6.2   Responsibilities

The Data Governance Council will:

- Inform the Executive Steering Committee on issues and progress
- Draft and review policies
- Make decisions on key data issues and prioritize these issues accordingly
- Monitor Data Governance performance metrics and periodic reports on the progress of data initiatives to ensure policies and data decisions are being carried out efficiently and effectively
- Create working groups for data issues that require research and analysis
- Appoint Data Stewards
- Review and resolve requests for policy waivers and exceptions

6.3 *Meeting Schedule*

The Data Governance Council meets monthly to make decisions and review the status of the Data Governance initiatives. Ad hoc meetings of the Council may be called as needed.

7 Data Stewards

Data Stewards represent each business department and college. Data Stewards will facilitate consistent business definition and usage, develop data policies, data quality, standards and guidelines, and ensure compliance with approved policies. The Data Stewards will be appointed to represent business and college interests across UTA.

The Data Stewards will work together to fully scope data issues, data quality requirements, manage data quality, and investigate the cause of data quality issues. They help draft policies, standards and guidelines that will work from the business standpoint as well as be technically feasible.

Data Stewards will coordinate and work with dedicated Temporary Working Groups. They will assign or assume responsibility, depending on the scope of the issue, for researching prioritized issues and proposing solutions.

7.1 *Assignment*

The Data Stewards are formally appointed by the Data Governance Council.

- The appointment is reviewed annually

7.2 *Responsibilities*

The Data Stewards will:

- Identify data quality issues
- Recommend data correction actions
- Ensure the right people are involved that can resolve the issue
- Define data quality metrics and thresholds
- Make policy recommendations and help develop procedures and standards

7.3 *Meeting Schedule*

Monthly or weekly as needed

8   Data Governance Office

The Data Governance Office (DGO) ensures that the Data Governance program is executing consistently and effectively across UTA. It ensures that the Data Governance program is moving forward meeting objectives and collecting key performance indicators around Data Governance and data quality. This is a permanent organization comprised of one or more individuals. The DGO manager should have the authority to enforce Data Governance operating procedures, facilitate meetings, and facilitate issue resolution.

8.1   Assignment

UTA will determine who is responsible for DGO assignment.

8.2   Responsibilities

The Data Governance Office will:

- Facilitate agendas, meetings, minutes and collection of supporting documentation
- Coordinate meetings of the Executive Steering Committee and Data Governance Council by preparing agendas, preparing summary governance progress reports, supporting policy documentation and ensuring that decisions are resolved in a timely fashion
- Develop, monitor and report Data Governance metrics
- Develop the initial training and processes for Data Governance
- Support and manage Temporary Working Groups as necessary to ensure they have the resources required and are being effective in their work
- Provide feedback to requestors of Data Governance policies on the priority and status of their request
- Facilitate on-boarding and training for new Council members and Data Stewards
- Implement the Data Governance Communications Plan to address timing, messages and audiences while supporting ongoing Data Governance communications
- Maintain a centralized Data Governance portal for access by end users

9 Document History

9.1 Revision History

Version Number	Revision Date	Summary of Changes
1.0		*Initial publication*

9.2 Executive Steering Committee Approval

Date