

DATA GOVERNANCE COUNCIL UPDATE

Agatha Awuah and Olin Stratton, Co-chairs

May 16, 2025

Membership 2024-25

- Stephanie Aldrich
- Erin Kelly
- Heather Meyers
- Mike O'Connor
- Kevin Sapio
- Olin Stratton
- Steve Wiley
- Erin Woods
- Agatha Awuah
- Chris Heisler

DGC Charges -2024-25

- The development of a web presence. Each Committee has a webpage – it should be populated with minutes and agendas for each meeting throughout the year, as well as past minutes and agendas where available.
- The development of a “guiding document,” similar to bylaws but provides the Committee members with an overview of the Committee’s roles and charges for each year. This document should also show how the work of the Committee relates to standards within Middle States and the goals within the College’s Strategic Plan.
- Continue to build an authoritative data element dictionary of data contained in Colleague, our Enterprise system, so employees in different departments - both academic and non-academic - will have a clear understanding of available data and definitions.
- Research and recommend ways in which to help manage security, access and processes/guidelines for employees leaving or changing positions.
- Research and recommend ways in which to manage access to Starfish/Lazer Success Analytics and access to dynamic dashboards by IPAR.
- Research and recommend appropriate training for employees for data use and dissemination of information on campus and to external stakeholders.
- Continue with oversight and enforcement of the Data Governance Policy.

Provide an update to College Leadership Council at an appropriate time during the academic year.

Meeting Schedule

<u>Fall 2024 Meetings</u>		
	Time	Location
Friday October 25	12:15pm - 1:15pm	Teams
Friday December 6	12:15pm - 1:15pm	Teams
<u>Spring 2025 Meetings</u>		
Friday January 31	12:15pm - 1:15pm	Teams
Friday February 28	12:15pm - 1:15pm	Teams
Friday March 28	12:15pm - 1:15pm	Teams
Friday April 25	12:15pm - 1:15pm	Teams

Work – Fall 2024

First Meeting

- Review the Charges
- Assign Members to each of the Charges

Second Meeting

- Mapped the charges to Middle States Standards
- Offered suggested changes to the charges

Subsequent Meetings

- Subgroup members met and worked on the assignments and reported back to the committee

Mapped Charged to Strategic Plan and MSCHE Standards

- The development of a web presence. Each Committee has a webpage – it should be populated with minutes and agendas for each meeting throughout the year, as well as past minutes and agendas where available. **(Links to Strategic Plan Goal #3 – Communication) – Agatha/Olin**
- The development of a “guiding document,” similar to bylaws but provides the Committee members with an overview of the Committee’s roles and charges for each year. This document should also show how the work of the Committee relates to standards within Middle States and the goals within the College’s Strategic Plan. **(Links to MSCHE Standard VII) - Olin**
- Continue to build an authoritative institutional glossary of terms, so employees in different departments - both academic and non-academic - will have a clear understanding of available data and definitions. **(Links to MSCHE Standards III, IV, and V)- Heather/Erin Kelly/Stephanie/HR person needed)**
- Research and recommend ways in which to help manage security, access and processes/guidelines for employees leaving or changing positions. **(Links to MSCHE Standard II) – Heather/Steve/Erin Kelly/(HR person needed)**
- Research and recommend ways in which to manage access to Starfish/Lazer Success Analytics and access to dynamic dashboards by IPAR. **(Links to Strategic Plan Goal #1 – Academic Success) – Mike/Chris**
- Research and recommend appropriate training for employees for data use and dissemination of information on campus and to external stakeholders. **(Links to Strategic Plan Goal #3 – Communication) – Erin Woods/Kevin/(HR person needed)**
- Continue with oversight and enforcement of the Data Governance Policy. – **ALL**
- Provide an update to College Leadership Council at an appropriate time during the academic year. **(Links to Strategic Plan Goal #3 – Communication) – Agatha/Olin**

Development of Guiding Document

- Establishes Data Governance Committee as a sub-committee of CLC
- Mission Statement
- Vision Statement
- Key functions
- Membership
- 2024-25 Charges

DGC – Mission & Vision Statements

Mission Statement:

The mission of the Data Governance Committee is to support the College's mission by developing, implementing, and maintaining policies and procedures that guide how the College handles, uses, and shares its data. We ensure data quality, security, and compliance by setting standards and guidelines for data management across the entire College.

Vision Statement:

The vision of the Data Governance Committee is to maintain the highest ethical standard in data use and dissemination as data becomes readily available to the campus community in our quest to building a culture of evidence-based decision making.



DGC- Key Functions

- Establishing Data Standards
- Data Policy Maintenance
- Monitoring Data Quality
- Compliance Management
- Data Governance Strategy
- Resolving Data Disputes
- Communication and Awareness

General Membership

- Administrative Co-Chair
- Faculty Co-Chair
- 2 Representative from Academic Affairs
- 2 Representative from Enrollment Management
- 2 Representatives from Faculty
- 1 Representative from Financial & Management Services
- 1 Representative from HR
- 1 Representative from IPAR
- 2 Representatives from ITS
- 1 Representative from Student Services



Manage access to Starfish/Lazer Success Analytics and access to dynamic dashboards by IPAR

- This was assigned to Mike & Chris
- Talked to folks in ITS and IPAR about Lazer Success/StarFish and Dashboard security and access

Manage access to Starfish/Lazer Success Analytics and access to dynamic dashboards by IPAR- **Lazer Success/Starfish Analytics:**

Current Access

- Access is limited to those faculty who were on the original committee, chaired by Mike O'Connor.
- That is roughly twenty-four people, some of whom likely should not still have/don't need access.

Access Management

- **There is no formal process for giving or revoking access, currently.**

Recommended Access

- IPAR, IT, Upper-Level Administration, Chairs

Other Recommendations:

- If we plan to continue to use it, there needs to be some significant training as it is not as user friendly as the dashboards.
- It also doesn't include data on non-matriculated students and while it uses algorithms to predict future student success, we don't have access to those algorithms.
- The suggestion made to us was that if we're going to keep using SA, we need to find a better way to do so, or we should drop it.

Manage access to Starfish/Lazer Success Analytics and access to dynamic dashboards by IPAR– Dynamic Dashboards:

Current Access:

- Access is on a limited basis, based on business needs as determined by Executive Council. Which dashboards someone has access to is connected to what 'team' they are on within the college.
- For example, course success rate data is currently available to deans, chairs, Academic Affairs, and Executive Council.
- All faculty and college employees have access to the IPAR dashboards linked from the IPAR webpage on the Employees portal: SLO Assessment Dashboard, Historical Enrollment Dashboard, Historical Admissions Dashboard, Early Momentum Metrics Dashboard, and the Retention and Graduation Dashboard,

Access Management:

- If someone is not a team that currently has access to a particular dashboard, then IPAR and their VP must agree that access is necessary and should be granted.
- Some consideration should be given to allow faculty coordinators access to the course success dashboard to help with 6-year reviews.

Recommended Access

- Some consideration should be given to providing access for all employees to "bigger picture" topics, i.e., those without any personally identifiable data that could be linked to someone.

Other Recommendations:

- Access policies should work within the overall policy created by the Data Governance Council.

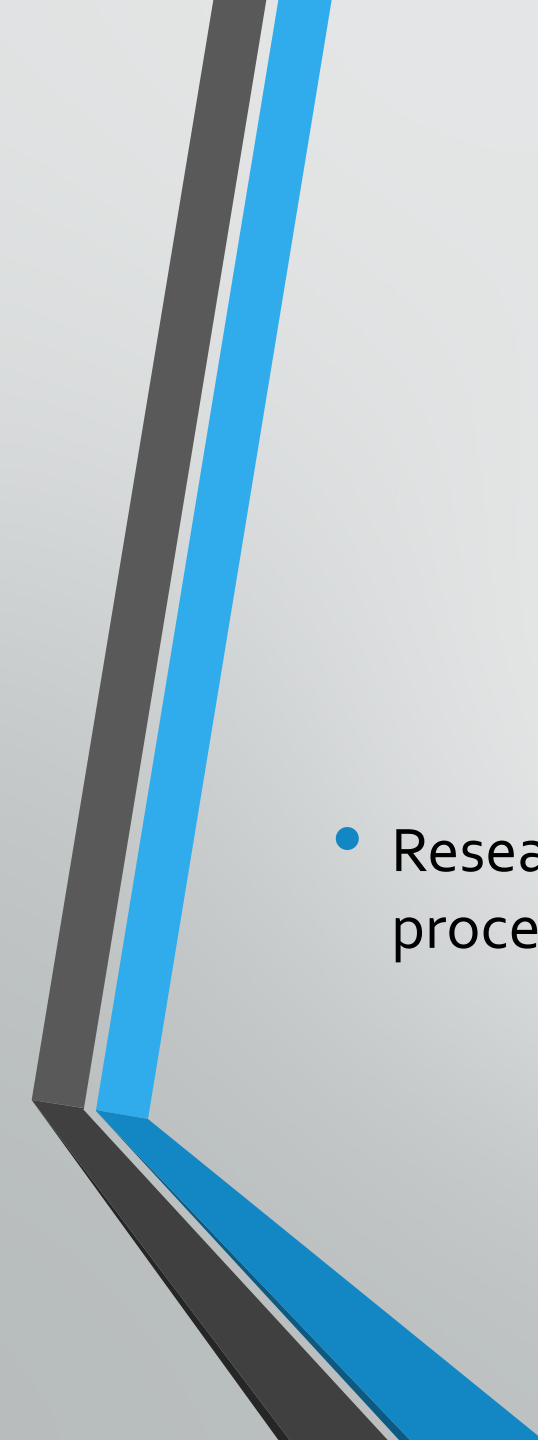
Element Dictionary of Data Contained in Colleague

It was determined by the Committee that:

- Definitions of data elements in Colleague can be accessed using Colleague's "field help" tool.
- IPAR is building a Glossary of terms of commonly used fields for the dynamic dashboard and that might be more beneficial for the campus community

Recommendation of Appropriate Training

- Both ITS and IPAR have data literacy training for stakeholders as part of their 4DX WIGS
- IPAR has done a data literacy survey and putting together a training plan for summer 2025 and Fall 2025
- The Ellucian Customer Center site offers free short 'Instant Insights' and 'Demos' that provide overviews and basic navigation guidance, including key terminology and concepts across various areas.
- Additionally, a range of learning plans and deeper-dive courses are available at no cost as part of the SUNY subscription plan



Unfinished Business

- Research and recommend ways to help manage security, access and process/guideline for employees leaving the college or changing positions

Next steps

- Streamline access, security and process/guidelines for employees
- 2025-26 charges as assigned by the president



Questions