

Data Governance Committee

Guiding Document

Onondaga Community College

The Data Governance Committee is a sub-committee of the College Leadership Council (CLC) which is the College's shared governance organization. Using data ethically and securing sensitive personally identifiable information is central to OCC's Core Value of Responsibility.

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.

Key functions:

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

Membership:

Faculty on this committee will be nominated by the Faculty Senate, but all members will be appointed by the College President. Additional members may be added if necessary to complete specific projects. Membership should include:

- 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

Current Charges (2024-2025):

- 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)
- 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)
- 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)
- 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)
- 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)

- 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)
- 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. (Links to Strategic Plan Goal #3 – Communication)