

Doane University Data Governance

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Purpose

Data Governance refers to the practices, processes, and policies enacted to manage institutional data across Doane University.

Mission

To give everyone at Doane University access to accurate data so they can use it to make informed decisions without barriers.

Vision

Doane's data will be definitive, consistent, reliable, accessible, and representative of all operations while prioritizing the protection of sensitive data.

Groups

The Data Governance Steering Committee and Data Governance Council will oversee Data Governance at Doane University to fulfill the mission and achieve the vision.

The purpose of the **Data Governance Steering Committee (DGSC)** is to

1. Be the decision-making body with cross-organizational representation
2. Continuously monitor the progress of current data initiatives
3. Provide oversight on the high-level alignment and integration of data, technology, and the organization
4. Form working groups for specific data initiatives
5. Facilitates cross-functional data initiatives
6. Make recommendations for change to the Data Governance Council

The **Data Governance Council (DGC)** will be the Enterprise Systems Committee and be charged to

1. Generate awareness and cultural change within the organization.
2. Hold final decision-making authority for unresolved data conflicts.
3. Evaluate recommendations from the DGSC for data-driven initiatives and funding.
4. Advance recommendations for data management initiatives to the Leadership Team.
5. Assist the DGSC with plans for data management projects.
6. Assist with estimates of the value of data assets and costs.

Membership, Roles, and Responsibilities

Members of DGSC and DGC

Area	Name	Role	Member of DGSC	Member of DGC
Acad Aff./OLA	Kelsee Dunn	Steward	Yes	Yes
Advancement	Sandy Koll	Steward	Yes	Yes
BO, HR, Payroll	Julie Heyen	Steward	Yes	Yes
CIO	Derek Bierman	Sponsor	Yes	Yes
Enterprise Services	Steve Gugel	Chair of DGC	Yes	Yes
Financial Aid	Fred Pena	Steward	Yes	Yes
IE/IR/HLC	Kris Williams	Sponsor, Chair of DGSC	Yes	Yes
Network	Sam Cole	Steward	Yes	Yes
Recruitment	Joe Kasson	Steward	Yes	Yes
Registrar	Denise Ellis	Chair of DGC	Yes	Yes
Service Center	Quinn Stryker	Steward	Yes	Yes
Student Affairs	Spencer Munson	Steward	Yes	Yes
Student Accounts	Kelli Schweitzer	Steward	Yes	Yes
	Senior Strategic Data Analyst		Yes	No

Veteran Affairs	Daniel Dibbern	Steward	Yes	No
Areas to possibly Add:				
Athletics	Rick Schmuecker	Steward	?	No
HR			?	No

Responsibilities

The DGSC is responsible for overseeing the data governance at Doane University, including the formation **and enforcement** of policies and procedures for

1. Planning
 - a. Vision
 - b. Data Stewardship
 - c. Steering Committee
 - d. Data Ownership
 - e. Data Policies
 - f. Governance Council
2. Control
 - a. Communication
 - b. Compliance
 - c. Value Promotion
3. Operations
 - a. Data Inventory
 - b. Data Quality
 - c. Master Data Management
 - d. Data Security

Creating policies and procedures will require coordination with offices across the university to ensure compliance with other policies and the principles of shared governance.

See the [Data Governance overview document](#).

Definitions

Institutional data refers to all information utilized by Doane University to conduct official Doane University business. Institutional data explicitly excludes data used solely for research conducted by students or employees of Doane University.

Data Roles:

- Sponsor: Liaison with the Leadership Team and Accountable for the work of the committee and council.
- Data Steward: Subject matter experts who understand the data sets in their areas and ensure that the “classification, protection, use, and quality of that data” align with data governance standards. ([See also.](#))
- Data Entry: A person responsible for entering and updating data that aligns with the data governance standards.
- Data Owner: Responsible for managing data at the institutional level, including security, access, and retention.
- Data Custodian: A person responsible for the technical maintenance of data assets.

Updates and Notes

Notes:

- Information aligns with verbiage from InfoTech Research Group based on the facilitated workshop conducted in October 2024.
- See <https://datagovernance.ecu.edu/policy-and-standards/>

Updates

1. 11/25/2024 - Drafted by Kris Williams
2. 12/5/2024
 - a. Updated members to include Athletics and Veterans Affairs
 - b. Updated data roles to include entry, custodian, owner.
3. 1/7/2025
 - a. Approved by Data Governance Steering Committee and ESC. Forwarded to Leadership Team.
4. 1/21/2025
 - a. Approved by Leadership Team

