

# Operational Data Governance Steering Committee – Charge Document

## Vision:

Bridging the gap from data to decisions.

## Mission:

To empower the university's decision-making through the responsible use of trustworthy, unified, and accessible data.

## Purpose

To provide governance and oversight for the university's core operational data domains—including student, human resources, finance, facilities, and related areas—ensuring these data assets are accurate, secure, and accessible to effectively support the day-to-day operations and informed decision-making of the institution and when necessary, work in conjunction with NDUS to provide guidance on centrally-maintained data.

## Scope

- Academics (including, but not limited to, student, course, instructor data), financial, HR, facilities, student life and other data required for university day to day operations.
- Operational reporting, predictive and analytics needs as it pertains to definitions, quality control, and access.
- Determining data ownership and stewardship across units.
- Approving data definitions, systems of record, access classification standards, cross-domain data issue resolution
- Ensure data compliance across the university (FERPA, HIPAA...)
- Out-of-Scope includes, but is not limited to:
  - Ad-hoc reporting by units
  - Data derived from research

## Responsibilities

- Operational Data Governance - Provide governance and decision-making authority for core administrative data domains, including student, human resources, finance, facilities, and other operational areas. Establish domain scope, approve data definitions, and ensure accountability for domain health.
- Data Quality, Access, and Usage Standards - Define, approve, and enforce data quality standards, access controls, security classifications, and usage guidelines. Monitor data quality metrics and ensure alignment with privacy, security, and regulatory requirements.
- Data Ownership and Stewardship - Designate data owners and stewards for operational data domains. Resolve cross-unit conflicts related to ownership, definitions, or responsibilities, and ensure stewardship roles are actively fulfilled.
- Operational Reporting and Analytics Oversight - Oversee operational reporting and analytics requirements. Ensure data structures, definitions, and sources support consistent, trusted reporting for operational and management use cases.
- Systems, Integrations, and Data Lifecycle Management - Designate systems of record for operational data. Govern data integrations and shared data flows across systems. Oversee the full data lifecycle, including creation, maintenance, retention, archival, and disposition.
- Cross-Functional Coordination and Alignment - Coordinate with functional offices (e.g., Registrar, Human Resources, Finance, Facilities, Advancement) and IT to align business processes, systems, and data standards across the institution.
- Issue Resolution, Prioritization, and Accountability - Serve as the escalation body for unresolved operational data issues. Prioritize operational data initiatives, remediation efforts, and reporting needs when capacity or trade-offs are required. Ensure decisions are implemented and stakeholders are accountable for outcomes.
- The Steering Committee recommends to Council: policy changes, major investments, enterprise architecture shifts.
- The Steering Committee does not: run day-to-day reporting development, act as a ticket queue, or override legal/security requirements.

## Membership

- Chief Data Officer (*Dr. Matt Berosik - Chair*)
- UIT Security Officer
- Director Institutional Effectiveness & Accreditation
- Director Resource Planning & Allocation
- Sr. AVP for Student Affairs – Involvement
- TTaDA – Academic Applications Administrator
- Human Resources Compensation Manager
- Director Auxiliary Services
- UAP – Senior Data Scientist
- Dean of Students
- Registrar
- Assoc Dean for Health Sciences
- Athletics – Sr Assoc AD
- Assoc Dean for Research
- Deputy CIO

## Reporting

Reports monthly to the Data Governance Council and Institutional Sponsors the decisions made, policy changes requested, risks and prioritizations.

Approved by: Data Governance Council (2/19/26)