



BOISE STATE UNIVERSITY

University Policy 8160

Data Governance Committee

Effective Date

April 2019

Last Revision Date

March 04, 2022

Responsible Party

Associate Vice President and Chief Information Officer, (208) 426-3033
Information Technology Governance Council (ITGC)

Scope and Audience

This policy applies to all Institutional Data used in the administration of the University and all University employees, students, contractors, consultants, affiliates, vendors, and any other persons or entity utilizing University data. Data collected for the purpose of academic research may require additional review and approvals.

Additional Authority

- University Policy 1020 (University Records, Archives, and Publications)
 - University Policy 8150 (Information Technology Governance)
 - University Policy 8060 (Information Privacy and Data Security)
-

1. Policy Purpose

To establish the authority and responsibilities for the Data Governance Committee and to ensure University employees, students, contractors, consultants, affiliates, and vendors act ethically and responsibly with respect to data.

2. Policy Statement

Boise State University is committed to protecting the access, use, quality, and retention of the University's Data. The University's data are a valuable institutional asset and must be maintained and protected for the purpose of carrying out institutional business. The University has established a Data Governance Committee to establish governing operating standards, policies, and ethical use, representing the broad interests of the University as a whole. The Data Governance Committee reports to the IT Governing/Governance Council (ITGC).

3. Definitions

3.1 Data Governance Committee (DGC)

The DGC is the managing authority for the establishment of University operating standards, policies, and values to promote and guide effective and responsible data governance.

3.2 Institutional Data

Items of information that are collected, maintained, and utilized by the University for the purpose of carrying out institutional business. This includes data that is aggregated into metrics relevant to operations, planning, or management of any unit at Boise State University. Research data independently collected by faculty for research is not within the scope of Institutional Data.

3.3 Data Standards

Data standards reflect operational use and application of different types of university data and definitions for various purposes.

4. Data Governance Committee Membership

- a. The DGC will consist of formally identified campus data owners or experts who have managerial responsibility for data or information and whose departments have a vital role pertaining to University data. The following individuals will serve on the DGC.
 - Director of Institutional Research
 - AVP Enrollment Services
 - Chief Information Security Officer
 - IT Director of Development

- Chief Human Resources Officer
 - AVP of Finance
 - AVP of Sponsored Programs
 - AVP of Communications and Marketing (consultative role, as needed)
 - Representative from Advancement appointed by the Vice President for Advancement
 - Public Records Coordinator – Office of General Counsel (consultative role, as needed)
 - Assistant Vice President for Title IX, Institutional Equity, and Compliance (consultative role, as needed)
- b. Chairperson(s) of the Data Governance Committee will be appointed by the ITGC.

5. Responsibilities

The Data Governance Committee will establish operating principles and values to promote and guide data governance at the University. The pillars of data governance will include access, use, and quality, and the promotion of best practices in record retention.

5.1 Data Access

- a. Adopt, communicate, and oversee implementation of University-wide standards for data administration and business process around permissions for internal and external access to data.
- b. Ensure data is available to support Boise State University initiatives, projects, and services that benefit the University as a whole.
- c. Engage in priority setting and policy recommendation as part of the university leadership architecture.
- d. Establish and/or endorse processes and guidelines for responding to internal and external requests for data, including, for example, the intake process and responsibilities for fulfilling requests.
- e. Endorse and/or approve authorities of record for data sources.

5.2 Data Use

- a. Draft and recommend policies or enhance existing policies to help safeguard Institutional Data.
- b. Develop, document, and publish data standards for core institutional metrics and data fields.

5.3 Data Quality

- a. Establish protocols for the use of data definitions, data dictionaries, and naming conventions to bring consistent data forward to the University community.
- b. Promote data quality (validity, integrity, timeliness) and address issues that threaten data quality.

5.4 Data and Record Retention

Promote best practices in data and record retention.

Revision History

March 04, 2022