



Data Governance & Standards Committee Charter

Purpose

Lehigh University's Strategic Plan, Inspiring the Future Makers, launched June 2023, draws attention to the foundational initiatives of "Decision making informed by qualitative and quantitative data and analysis" and an "Organization of the future". In aligning with the priorities established in these foundational initiatives, the mission of the Data Governance and Standards Committee (DGSC) is to promote appropriate data use through planning, policy, and protocols at Lehigh. These activities ensure data integrity and quality and facilitate data-informed decision-making. The DGSC is composed of Data Stewards, the Associate Vice President for Institutional Data, Chief Information Security Officer, Chief Technology Officer, Data Strategist, and Data Governance Officer. The members of the DGSC provide university-level knowledge and understanding of a specific data subdomain.

Guiding Principles

The DGSC operates under the following principles:

- *Data as an Institutional Asset* – Institutional data is a shared resource that supports Lehigh's mission and goals.
- *Accountability and Stewardship* – Data must be managed responsibly throughout its lifecycle.
- *Transparency and Collaboration* – Data governance activities are inclusive, visible, and collaborative.
- *Data-Informed Culture* – The university community should be empowered with the tools and knowledge to use data effectively.
- *Security and Compliance* – Data will be handled in accordance with university policies, legal, and regulatory requirements.

Executive Sponsors

Effective October 2025, the Executive Sponsors of the Data Governance Program are Nathan Urban, Provost and Senior Vice President for Academic Affairs and Chris Cook, Senior Vice President for Finance and Administration.

The Executive Sponsors are responsible for providing strategic oversight and setting the direction for the Data Governance Program. They provide the strategic authority necessary for the program's success. The role involves the following responsibilities:

- Ensure the Data Governance Program remains aligned with the institution's overall mission and strategic plan.
- Endorse key data governance policies to give them institutional authority.
- Ensure the availability of appropriate resources (i.e. funding, staffing, and technology) are allocated to sustain the program's operations and projects.
- Actively champion the program and promote a data-informed culture across the institution, helping to remove resistance and institutional barriers.
- Empower the Data Governance Executive Committee and Data Governance & Standards Committee to execute their decision-making authority effectively.

Scope

The Data Governance and Standards Committee oversees items, issues, and changes that affect institutional data, including its definition, structure, integration, and use, across enterprise systems and administrative applications that support the university's business processes. This scope includes core systems of record, integrated and downstream systems, and any changes that impact data standards, application functionality, or the reliability and consistency of institutional data.

Objectives

The Data Governance & Standards Committee is guided by the Data Governance Executive Committee (DGECE) and is responsible for:

- Supporting the effective and appropriate use of institutional data and information resources to promote organizational decision-making.
- Recommending policies related to the operational and administrative management of systems and data to the Data Governance Executive Committee, and if approved, overseeing their implementation.
- Recommending, approving, and overseeing the implementation of, standards, and procedures related to the operational and administrative management of systems and data.
- Establishing and maintaining data definitions, standards, and governance protocols to promote consistency, quality, and shared understanding of institutional data across systems and domains.
- Ensuring that data sharing, integration, and downstream use align with institutional policies, including but not limited to the [Data Administration Policy](#) and the [Acceptable Use of Computer Systems and Facilities Policy](#), with particular attention to privacy, security, and access controls.
- Reviewing, coordinating, and resolving proposed changes to data systems, structures, or processes that have cross-domain or enterprise-wide impact, and escalating issues to the DGECE as appropriate.
- Promoting transparency through documentation and communication of approved data standards and decisions.

Meeting Cadence and Operations

- The Data Governance & Standards Committee will meet monthly.
- Decisions will be made by consensus whenever possible, or by majority vote if necessary.
- All agenda topics must be submitted 2 weeks prior to any given meeting if they are to be considered for review.
- The agenda will be emailed to committee members 1 week prior to the upcoming meeting.
- Meeting minutes will be distributed to committee members 1 week after the meeting.
- The Data Governance Officer is responsible for chairing this committee.
- Documents and resources related to the DGSC will be posted and shared through the Committee's Shared Google Drive folder.

Members, Roles, and Responsibilities

The Data Governance & Standards Committee is composed of Data Stewards, the Associate Vice President for Institutional Data, Chief Information Security Officer, Chief Technology Officer, Data

Strategist, and Data Governance Officer. A current list of members is maintained separately on the [Data Governance website](#).

Chair (Data Governance Officer):

- Schedule, convene, and facilitate meetings of the Data Governance and Standards Committee.
- Coordinate the activities of the committee, its subcommittees or working groups, and related governance groups.
- Work in partnership with the Data Strategist to support the successful advancement and implementation of data governance initiatives and recommendations.
- Prepare and distribute meeting agendas, minutes, and supporting documentation in collaboration with the Data Strategist.
- Track progress on data governance initiatives and ensure that committee decisions are documented and communicated to appropriate stakeholders.

Committee Members:

- Represent their respective data domains or subdomains in committee deliberations and decision-making.
- When unable to attend a meeting, designate an appropriate representative to ensure continuity of participation and communication.
- Seek input from their respective subdomain area(s) and communicate decisions, approved standards, and related business process changes back to their subdomain areas.
- Participate in, or designate subject matter experts to, subcommittees or working groups established to address cross-domain data issues or initiatives.
- Identify data issues, risks, or conflicts within their domains and elevate them to the committee for review.

Designation of Data Stewards

Data Stewards are formally appointed by the Executive Sponsors, in consultation with the Co-Chairs of the Data Governance Executive Committee. Appointments are made for specific data domains or subdomains to ensure appropriate executive oversight and institutional alignment.

Data Stewards are selected based on the position they hold within the university's organizational structure and their ability to represent and communicate the interests of their assigned data domain. Data Steward designations are documented and reviewed periodically to ensure continued effectiveness, appropriate representation, and continuity.

Reporting and Communication

- The Data Governance & Standards Committee reports to the Data Governance Executive Committee. The Chair of the DGSC will provide regular updates to the DGEC through scheduled meetings and other established communication channels, as appropriate.

- Decisions, standards, and other relevant information from the Data Governance and Standards Committee are communicated to the campus community through the Institutional Data website and other appropriate communication channels.

Review and Revision

The Data Governance & Standards Committee and Data Governance Executive Committee will conduct an annual review of this charter. Recommended changes will be submitted by the DGSC to the DGEC for review and approval.

Version: February 3, 2025

Adopted: March 18, 2026