Data Governance Executive 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." The purpose of the Data Governance Executive Committee (DGEC) is to align the work of the Data Governance Program with priorities established in these foundational initiatives and other strategic plan goals by prioritizing projects, advocating for resources needed to support strategic priorities, and providing policy guidance and oversight to ensure the success of the Data Governance Program. The mission of the Data Governance Program is to promote data integrity and quality and to facilitate data-informed decision-making, as well as oversee broader enterprise-wide data asset management efforts at Lehigh University.

Objectives
The Data Governance Executive Committee derives its authority from the Office of the Provost and the Finance and Administration Office. The Data Governance Executive Committee is responsible for:
- Determining priority of major, resource-intensive data initiatives and projects
- Conducting an annual review of the Data Governance Program's progress, framework, and charters
- Resolving topics and issues escalated from the Data Governance & Standards Committee (DGSC)
- Reviewing and approving institution-wide policies recommended by the DGSC
- Reviewing and approving modifications to DGSC member roles and responsibilities
- Advocating for resources to critical projects where appropriate
- Assisting in removing barriers to the program's implementation and ongoing operations

Guiding Principles
The DGEC 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, 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.

Members

The Data Governance Executive Committee is comprised of the following roles:
- Chief Technology Officer (co-chair)
- Associate Vice President for Institutional Data (co-chair)
- Associate Vice President, Finance and Treasury
- Associate Vice President for Human Resources
- Assistant Vice President, Information Services for Development and Alumni Relations
- Associate Vice Provost, Research
- Vice President for Student Affairs
- One of the following: Deputy Provost for Graduate Education, Deputy Provost for Undergraduate Education, or Deputy Provost for Faculty Affairs, as determined by the Provost. Typically this person shall serve a term of 2 years.
- Five faculty representatives (one for each college)
- Data Governance Officer (ex officio & non-voting)
- Data Strategist (ex officio & non-voting)

Faculty representatives are appointed by the Dean of the College with Department Chair or equivalent experience preferred, and all other members are appointed by the Executive Sponsors. Membership is reviewed annually to ensure cross-functional representation.

Roles and Responsibilities

Co-Chairs:
- Schedule and facilitate DGEC meetings.
- Set the agenda in consultation with committee members and the Data Governance Officer.
- Ensure DGEC decisions are documented and communicated to stakeholders.
- Co-Chairs and Data Governance Officer meet with Executive Sponsors quarterly.

Committee Members:
- Represent their respective data domains and advocate for institutional data needs.
- Review, discuss, and approve data-related policies.
- Provide input on data priorities, projects, and resource needs.
- Communicate committee updates within their divisions.

Data Governance Office (DGO):
- Provide administrative and operational support for the DGEC.
- Coordinate activities of the Data Governance & Standards Committee (DGSC) and other governance groups.
- Prepare materials, minutes, and documentation for meetings.
- Track progress on initiatives and maintain the institutional data governance framework.

Meeting Cadence and Operations

- The Data Governance Executive Committee will meet at least once per semester, with the flexibility to add more meetings if certain projects require it.
- A quorum will consist of a simple majority of members.
- Decisions will be made by consensus whenever possible, or by majority vote if necessary.
- The Data Governance Officer will maintain meeting minutes and distribute summaries to members.
- Summary of meeting notes will be taken and posted to the committee's shared Google Drive folder: **D.G. Executive Committee Agendas/Minutes**.
- The Data Governance Executive Committee will review and approve the meeting notes.

Reporting and Communication
- The DGEC will provide an annual report to the Executive Sponsors summarizing accomplishments, policy decisions, and key priorities for the coming year.
- Updates and approved policies will be shared with the campus community via the Institutional Data website and relevant communication channels.
- The DGEC will maintain close coordination with other university governance bodies, including LTS Governance, Academic Affairs, and Finance and Administration.

Review and Revision

This charter will be reviewed annually by the DGEC to ensure continued alignment with institutional priorities and evolving data governance needs. Recommended changes will be submitted to the Executive Sponsors for approval.

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Approved: December 9, 2025