

# Data Governance and 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 to ensure data integrity and quality and to facilitate data-informed decision-making. The DGSC is composed of Data Stewards, the Chief Information Security Officer, the Data Governance Officer, and representatives from additional units who have a vested interest in the Data Governance Program. The members of the DGSC provide university-level knowledge and understanding of a specific data area (e.g., student data, financial data, HR data, alumni/development data, etc.).

Guided by the [Data Governance Executive Committee](#), members of the DGSC are responsible for data quality and data integrity, including consistent data definitions and their application throughout connected systems. They collaborate with other data stewards and data managers to ensure that overlapping areas work across the University. DGSC members work with security, privacy, and compliance staff to ensure that data are classified appropriately and appropriate training is provided to users who will be entering the data. Working with the Data Governance Executive Committee, the DGSC will support the use of data and information resources to promote organizational decision-making.

## Responsibilities

The University has vested the authority in this committee to create policies and procedures to carry out the responsibilities listed below:

**Operational Oversight, Data Retention, and Archiving:** The Data Governance and Standards committee members are responsible for defining and implementing policies and procedures for the day-to-day operational and administrative management of systems and data, including the intake, [storage](#), [retention](#), processing, and transmittal of data to internal and external systems.

- To ensure compliance with data policies and procedures, DGSC members provide or facilitate training oversight and documentation for employees in their functional area with data-entry and maintenance responsibilities in order to ensure consistent information is provided to all users in that area. Data policies and procedures should be made available to other University employees who use/have access to the data.
- DGSC members are accountable to define and document data and terminology in the Institutional Data Dictionary. This includes ensuring that each critical data element has a clear definition and is still being used—or retiring those that are not—and that adequate documentation is developed, maintained, and distributed appropriately.
- Data Stewardship assumes the responsibility for the oversight of the data life cycle, including the creation, [retention](#), archival, and disposal of data, ensuring compliance with institutional policy and external regulations.

**Data Quality and Consistency:** Collectively, DGSC members are ultimately responsible for establishing data-quality metrics and requirements, including defining the values, ranges, and parameters that are acceptable for data elements.

- DGSC members work with other stakeholders and departments to establish procedures for detection and correction of data-quality issues and collaborate with process owners to establish policies, procedures, and internal controls affecting the quality of data.
- DGSC members engage in the ongoing and detailed evaluation of data quality, the identification of discrepancies, and the contribution of expertise to understand the root cause and implement corrective measures. This task will be done in conjunction with data managers and appropriate LTS staff.
- DGSC members facilitate communication regarding business process changes that may affect downstream systems or analytics relating to specific data elements. The Data Governance Officer will also share this information on the Data Governance website.

**Privacy, Security, and Risk Management:** Under the guidance of the Chief Information Security Officer, DGSC members support the coordination of data privacy and security.

- In conjunction with the Chief Information Security Officer and data managers, the Data Governance and Standards Committee must establish University guidelines and protocols that govern the proliferation of data to ensure that privacy controls are enforced in downstream applications. Guidelines and protocols must align with already established policies, such as the [Data Administration Policy](#).
- DGSC members must be knowledgeable in regulatory and compliance requirements (as communicated by the Chief Information Security Officer) relevant to their data domain(s) to evaluate risks to the confidentiality, integrity, or availability of the data based on an in-depth understanding of processes and the likelihood and impact of adverse outcomes.
- In pursuit of using data effectively and strategically consideration must be made for data security and privacy.

**Policies, Procedures, and Standards:** DGSC members define policies and procedures for access to data, including the criteria for authorization based on role and/or the individual. Functional areas accessing University data must comply with the policies and procedures set forth by the Data Steward of that domain.

- Working closely with the Chief Information Security Officer, Data Stewards, and Data Managers, the Data Governance & Standards Committee ensures the [Acceptable Use of Computer Systems and Facilities Policy](#) is being followed. This includes evaluating any suspected or actual breaches or vulnerabilities in confidentiality, integrity, or availability and reporting them to the appropriate department and/or agency.

## **Agenda Procedures**

- Proposals: Proposals must be submitted via the [Data Governance Proposal Submission Form](#) at least 3 weeks prior to the upcoming meeting in order to be discussed at that meeting. Following the [Proposal Procedures](#), when a proposal has been submitted for review, there will be a first and second reading conducted before the vote is finalized. Once a proposal has been accepted for implementation, the partnership of the Data Governance Officer and the Enterprise Systems Representative will ensure that the agreed upon proposal is carried to completion. In the event that Banner General is not affected by a proposal, the Data Governance and Standards Committee should appoint someone else to assist the Data Governance Officer.
- Agenda Items: All agenda topics must be submitted 2 weeks prior to any given meeting if they are to be considered for review.
- The Chair of the Data Governance Committee (Data Governance Officer) and the Enterprise Systems Representative are responsible for the creation and distribution of the DGSC agenda. The agenda will be emailed to committee members 1 week prior to the upcoming meeting.

## **Meetings**

- The Data Governance and Standards Committee will meet monthly.
- In the event that a committee member cannot attend the meeting, it is strongly suggested that they send a representative from their area in their place to take notes and communicate any relevant information in order for all functional units to be represented at the meeting.
- The following areas will have 1 representative responsible for voting on proposals or other items: Development & Alumni Relations, Finance & Payroll, Human Resources, Institutional Data, Student, and the Chief Information Security Officer. These areas may be redefined as needed. It is the responsibility of the voting member to hold regular meetings with their functional area or other interested/invested individuals to discuss both overall data governance issues and issues specific to their area. The expectation is that this representative will then bring any concerns to the Data Governance & Standards Committee. If a resolution is not obtained, the topic will be elevated to the Data Governance Executive Committee.

## **Minutes**

- The Data Governance and Standards Committee will be required to take and post minutes. Summary of meeting notes will be taken and posted by the Data Governance Officer in the Data Governance & Standards Committee Team Google Drive under "Meeting Agendas & Minutes".

## **Members**

- The Data Governance and Standards Committee is composed of Data Stewards, the Chief Information Security Officer, and selected representatives from additional units who have a vested interest in the Data Governance Program. The Data Governance Executive Committee determines which areas will have representation in the DGSC.
- The Data Governance Officer is responsible for chairing this committee.

- The Data Governance Officer and the Enterprise Systems Representative will work together in a partnership to facilitate the successful implementation of Data Governance proposals.

**Members of the DGSC as of 1/6/2025 (Voting Members in gray)**

| <b>Functional Area</b>         | <b>Title</b>   | <b>Name</b>             | <b>Department</b>                |
|--------------------------------|--|-------------------------|----------------------------------|
| Academic Systems               | Vice Provost   | Jennifer O'Brien-Knotts | Academic Services & Systems      |
| Accounts Receivable            | Information Systems Manager                                      | Ingrid Green            | Bursar's Office                  |
| Accounts Receivable            | Bursar   | Gina McCormick          | Bursar's Office                  |
| Admissions - Undergraduate     | Director of Admissions   | Bruce Bunnick           | Admissions and Financial Aid     |
| Advancement                    | Director, Information Access, Knowledge Management, and Training | Elias Makhoul           | Development & Alumni Relations   |
| Athletics                      | Associate Director   | Taryn Gall              | Athletics                        |
| Banner General                 | Assistant Director   | Erica Gluszynski        | LTS, Enterprise Systems          |
| Enrollment Management Services | Systems Specialist   | Dennis Bennatte         | Enrollment Management Services   |
| Faculty Affairs                | Director of Faculty Affairs                                      | Janele Krzywicki        | Provost Office                   |
| Finance                        | Assistant Director, Financial Systems                            | Cindy Hickman           | Budget Office                    |
| Finance                        | Controller   | Steven Crouch           | Controller's Office              |
| Finance                        | AIS Programmer/Analyst   | Michelle Zhao           | Controller's Office              |
| Financial Aid                  | Assistant Vice Provost/Director                                  | Jennifer Mertz          | Financial Services/Financial Aid |
| Human Resources                | HRIS Manager   | Chris Samuel-Maynard    | Human Resources                  |
| Human Resources                | Information Specialist   | Charlene Colon          | Human Resources                  |

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|--------------------------------------|---|---------------------|---|
| Information Security                 | Information Security Architect                    | Forest Crowley      | Library & Technology Services           |
| Information Security                 | Information Security Risk Analyst                 | Trevor Kanhoye      | Library & Technology Services           |
| Information Security                 | Analyst, Identity and Access                      | Michele Moyer       | Library & Technology Services           |
| Information Security                 | Chief Information Security Officer                | Eric Zematis        | Library & Technology Services           |
| Institutional Research               | Associate Vice President                          | Yenny Anderson      | Institutional Data                      |
| International Affairs                | Administrative Director                           | Alex Kalangis       | Office of International Affairs         |
| Library & Technology Services        | Chief Technology Officer                          | Ilena Key           | Library & Technology Services           |
| Library & Technology Services        | Director, Enterprise Systems                      | Kurt Weber          | Enterprise Systems                      |
| Provost Office                       | Director of Administration                        | Lucy Bowen          | Provost Office                          |
| Purchasing                           | Program Manager                                   | Nick Rose           | Purchasing                              |
| Sponsored Project Proposals & Awards | Associate Director                                | Susan Disidore      | Office of Research & Sponsored Programs |
| Student                              | Registrar   | Michael Dills-Allen | Office of the Registrar                 |
| Student Affairs                      | Director, Student Affairs Research and Assessment | Meg Munley Stone    | Student Affairs                         |

*The Data Governance and Standards Committee will conduct an annual review of this charter and make appropriate updates as needed.*

Version: January 6, 2025

Reviewed and approved: April 26, 2024