Memo: Data Quality Control and BPM Section 12 Data Governance
Date: 4/5/21
From: Data Quality Control Workgroup
To: Stewards of Functional Data Governance Committee

In an effort to comply with various expectations of data governance within the USG Business Procedures Manual Section 12 and in keeping with best practices of institutional accountability, transparency, stakeholder engagement and quality improvement – the following *procedural* amendments to the Data Governance Charter are recommended.

1. (Sec 12.3.3) To demonstrate that the FDGC "regularly consult(s) <u>data users or stakeholders</u> to ensure data usability and relevance" the Chair of the FDGC will:
   a. Calendar and **extend a quarterly invitation** for data users (with their stewards) to address data issues with the FDGC
   b. **Present an annual update** on Data Governance activities to both the Faculty Senate and Staff Council

2. (Sec 12.3.2 & 12.3.3) To ensure the "accuracy, timeliness, comparability, usability, completeness and relevance of data" the FDGC will engage in an **annual review** of
   a. MGA's Data Elements Dictionaries (in process)
   b. MGA's Data Quality and Data Entry Standards (to be drafted)

3. (Sec 12.3.3) To ensure the "accuracy, timeliness, comparability, usability, completeness and relevance of data" the FDGC will engage in an **annual review** of (1) one institutional record category

4. (Sec 12.3.3) To ensure that MGA "documents and schedules collection times" and "reporting of data" to "ensure timeliness of data"
   a. The Stewards of the FDGC manage **a master calendar** of institutional data collection requirements and reporting periods to enhance accountability, workflow, and transparency.

Approval of these recommendations by the FDGC membership, constitute a documentation practice of the committee and do not warrant a modifications to the current data governance charter. At the time of the next update to the charter, further codification will occur by charter revision.

Recommended by the Data Quality Control Workgroup:

Members – Dr. Michael Gibbons, Dr. Melinda Moffett- Robinson, Dr. Corey Guyton, Chief Trip Mitchell, and Mr. Chris Tsavatewa

Approved this Day:

By a Vote of the Functional Data Governance Committee

Recommendations approved.

Vicky Smith

Dian Mitchell