Information Technology Systems and Data Governance Committee Charge

Rationale for Establishing the Information Technology Systems and Data Governance Committee

The current model for exploring, reviewing, piloting, using, and purchasing foundational and administrative systems and tools is uncoordinated; lacks proper consultation; results in duplication of services, hidden costs, and greater institutional risk; and can contribute to suboptimal user experiences. There are similar challenges when it comes to data management at UCSC. Data is spread across multiple siloed platforms and deprecated source systems. This has resulted in inconsistent data attribute definitions, increased risk of data discrepancies, and long wait times for reports. The Systems and Data Governance Committee will bring together stakeholders to review and recommend campus wide information technology strategy, process, policy, and investments explicitly in the context of working towards campus priorities. It will also inform campus data management strategy and direction, define Common Data Platform data access, availability, and usage, and inform practices to ensure data integrity and quality. The Systems and Data Governance Committee will make recommendations to the IT Executive Committee as it considers strategic and sustainable investments in foundational and administrative systems/tools and data management practices.

This committee's purview are systems that do not fall into the Technology Enhanced Teaching and Learning (TETL) or Research Computing and Data Infrastructure (RCDI) governance scope.

Committee Charge

- **Strategic Direction**
  - Guide UCSC towards a cohesive and cooperative IT strategy through the review of proposed system and data initiatives, assessing their alignment with strategic objectives, and making recommendations or decisions regarding their implementation.
  - Provide strategic oversight to ensure IT alignment with campus strategy amongst divisions.
- **Process and Policy**
  - Recommend and inform policies and best practices that enable strategic partnerships and improve operations.
  - Provide feedback and input into IT projects, roadmaps, and major IT changes.
  - Ensure alignment with UCOP and UCSC Policy compliance.
- **Resource Prioritization**

- ○ Review technology system budgets, resource allocation plans, and investment proposals. Submit recommendations to the IT Executive Committee.
- ○ Provide input and guidance to ensure that ITS is strategically aligned with the goals and objectives of UCSC campus.
- **Data Governance**
  - ○ Integrate governance of data within existing processes related to systems/application development, data sharing, and data warehousing.
  - ○ Define data administration roles and responsibilities for the campus and maintain an ongoing record of who fills these roles across units.
  - ○ Define the organization's data strategy, including data management goals, data architecture, data integration, and data governance roadmap.
  - ○ Formalize and guiding behavior around the definition, process, production, and usage of data to improve quality and usability of data while managing risk.
  - ○ Coordinate with units to document and communicate the evolving landscape of relevant regulations, policies and security measures that impact data management.
  - ○ Promote data governance awareness and provide training and education to employees on data governance principles, policies, practices, and appropriate use.

Recommended Membership

Committee membership is designed to be fully representative of the campus. Members are expected to be knowledgeable about campus culture regarding foundational and administrative systems/tools with an institutional perspective on the value of data integration. Communications channels such as mailing lists, public websites, messaging applications and governance meetings will be maintained. The committee may invite additional people as relevant to specific issues.

Executive Sponsor
- Vice Chancellor for Information Technology
- Associate Vice Chancellor for Budget Analysis and Planning

Membership
- Associate Vice Chancellor, Technology and Services | Deputy CIO (Co-Chair)
- Vice Chancellor, Finance, Operations and Administration (Co-Chair)
- IT Security Representative
- Enterprise Systems Portfolio Manager
- IT Architecture and Infrastructure Associate Vice Chancellor
- IT Resource and Planning Management Representative
- ADA Compliance Office Representative
- Business Owner Representative(s)
  - ○ HR | Manager HR Business Information Services
  - ○ Finance | Enterprise Financial Systems Director
  - ○ University Relations | Executive Director of Information Management

- - ○ Student Success Analytics Systems | Executive Advisor
    - ○ Student Systems | University Registrar
    - ○ Academic HR | Assistant Vice Provost- Academic Personnel
    - ○ Health Systems | Associate Vice Chancellor Student Health and Wellness
  - Academic Senate Committees
    - ○ Committee on Information Technology
    - ○ Others TBD
  - IRAPS Representative
  - Director of Data Management
  - Data Privacy Representative
  - Director of Administrative Policy & Records
  - Note that additional campus stakeholders may be invited to participate based on the committee's agenda.

Meetings

Roles and Responsibilities: The committee will be responsible for articulating and approving roles and responsibilities of its membership not herein defined, by majority vote.

Frequency: Monthly. The Committee will determine the most suitable schedule based on need related to current activities.

Structure: The chairs or designee (staff) will collect agenda items and circulate the agenda in advance of each meeting to ensure informed discussion.

Reporting: As noted above, the co-chairs will report annually on decisions and raise issues or recommendations to the Executive Sponsor(s) and other campus stakeholders, as necessary. Committee reports will be published, except portions containing sensitive information (e.g. grant proposals).

Documentation of proceedings: Minutes shall be kept for each meeting, including roll call, action items and discussion topics.

Voting quorum: Quorum is 50% of members, plus one for recommendations.

Working Groups: Smaller working groups bring together subject matter experts to study particular issues in depth, prepare reports, and make recommendations. These groups are appointed ad hoc for a finite term, and can be composed of both committee members and non-committee members.

Process: The committee serves as a liaison between different stakeholders, fostering transparency, and addressing concerns or issues related to technology systems. Additional faculty and staff will be engaged as needed and in sem-formalized ways including surveys, interviews, and focus groups through broad departmental and divisional outreach. The

committee will evaluate and measure the IT governance process and recommend changes as required.

The Committee will determine the need for other operational procedures, consistent with these guidelines. Modifications to this charter may be offered by the committee and approved by the Executive Sponsors on an annual basis.

Systems and Data Governance Sub Committees

- Centralized Software Licensing Committee
- Student Success Task Force

Other committees will be formed as needed.