

Utah Tech University Policy

120: Institutional Data Governance



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I. Purpose

- 1.1 This policy outlines the framework of data governance at Utah Tech University (“the University”). Data governance is the formal orchestration of the people, processes, and technology to enable Utah Tech to leverage data as a vital strategic asset (see Policy 121: Institutional Data). Data governance also facilitates accurate analytics and reporting, which helps to answer key questions and inform decision-making by leadership, internal audiences, and external agencies.

II. Scope

- 2.1 This policy applies to all Institutional Data. While data governance encompasses the use of data as a strategic asset, data are subject to additional information security standards as outlined in Policy 463. This policy works in conjunction with Policy 121 to enhance the dissemination of Institutional Data.

III. Definitions

- 3.1 **Data Steward:** A position operationally or administratively responsible for Institutional Data and/or IT resources.
- 3.2 **Data Trustee:** A cabinet-level position responsible for Institutional Data and IT resources at the policy level.
- 3.3 **Institutional Data:** All data elements relevant to operations, unit-level planning and management of any unit, data that are reported or used in official University reports, and data that resides in or is generated as a result of utilizing enterprise transactional systems.

IV. Policy

- 4.1 To support informed decision making, Institutional Data must be seen as an asset—useful, valuable, and of quality. Data governance strategy will focus on multiple areas, including data usage, data quality, data integrity, data lineage, and data documentation and definitions.

- 4.1.1 Data usage – direction on the purpose and intended use of the data, including distribution and misuse.
- 4.1.2 Data quality – guidance on the accuracy, availability, data standards, and the intended use of the data.
- 4.1.3 Data integrity – assurance of the consistency of the data over time.
- 4.1.4 Data Lineage – the process of providing a clear understanding of where the data originated (sources), how it has changed (data transformation including any ETL processes), and its ultimate destination.
- 4.1.5 Data documentation and definitions – Information about how and where the data is stored, and descriptions of the data for those who may be unfamiliar.
- 4.2 The University President and the President’s Cabinet are responsible for directing and overseeing Data Governance of Institutional Data. The Office of Institutional Effectiveness implements data governance as directed by the President and the President’s Cabinet, with executive leadership being provided by the Executive Director of Institutional Effectiveness. Administration, program design, and development are under the auspices of the Director of Institutional Data Governance.
- 4.3 Roles and Responsibilities
 - 4.3.1 Each Data Trustee, for Institutional Data within their respective area of operation, and shall be responsible to:
 - 4.3.1.1 Promote and facilitate appropriate data use and data quality across the University.
 - 4.3.1.2 Assign and oversee Data Stewards involving Institutional Data collected, stored, used, and/or transmitted.
 - 4.3.1.3 Oversee the establishment of data policies and procedures that sustain data as a vital asset of the University.
 - 4.3.1.4 Understand legal and regulatory requirements for data and direct or delegate appropriate compliance efforts.
 - 4.3.1.5 Understand University data classifications and ensure that data are classified and secured appropriately according to Policy 463.
 - 4.3.1.6 Assure compliance regarding the release of and responsible use of Institutional Data outlined in Policy 121.
 - 4.3.1.7 Authorize access to Institutional Data or explicitly delegate these authorization responsibilities to an appropriate deputy.
 - 4.3.1.8 Evaluate threats and risks to Institutional Data as advised by the

Information Security Office, the Data Steering Committee, the University CIO, and other appropriate persons or entities.

4.3.2 Each Data Steward, for data within their respective area of control, shall be responsible to:

- 4.3.2.1 Manage, promote, and facilitate appropriate data use and data quality.
- 4.3.2.2 Ensure that data quality and data integrity measures are developed and implemented.
- 4.3.2.3 Collaborate with other Data Stewards to ensure that changes to systems and processes are evaluated regarding its effect on other areas and adjusted based on those interactions.
- 4.3.2.4 Coordinate and resolve stewardship issues and data definitions of data elements that cross multiple functional areas and systems.
- 4.3.2.5 Ensure all data processes are well-documented, reproducible, and transparent.
- 4.3.2.6 Establish procedures to comply with legal and regulatory requirements.
- 4.3.2.7 Assure data are classified and secured appropriately according to Policy 463.
- 4.3.2.8 Provide communication and training to users on appropriate use and protection of Institutional Data.

4.4 Data Governance Structure

4.4.1 The Data Governance Steering Committee

- 4.4.1.1 The Data Governance Steering Committee (“the Steering Committee”) is responsible for setting the strategic direction for all university data related initiatives including prioritizing and coordinating university resources across divisions. The Steering Committee oversees the activities of the Data Stewards Committee, approves or rejects recommendations of the Data Stewards Committee, ensures resources are available and adequate to meet established timelines, and communicates data governance strategy across the University. The Steering Committee also assists the University CIO, the Executive Director of Institutional Effectiveness, Data Trustees, and Data Stewards in reviewing and prioritizing IT and IE projects and initiatives.
- 4.4.1.2 The Data Governance Steering Committee is chaired by the Executive Director of Institutional Effectiveness. Membership is determined by the President’s Cabinet.

4.4.2 The Data Stewards Committee

4.4.2.1 The Data Stewards Committee is responsible for overseeing projects approved by the Steering Committee and proposing subcommittees and ad-hoc committees to meet the objectives set by the Steering Committee. Within their own area of leadership, they will assist in documenting and institutionalizing data processes, identifying and executing necessary process improvements, creating metadata documentation, verifying and approving curated data sources, and creating processes for data quality assurance (e.g., missing data, data consistency).

4.4.2.2 The Data Stewards Committee is chaired by the Director of Institutional Data Governance and is comprised of the Data Stewards as assigned by the Data Trustees, the Director of Administrative Computing, a representative of the Office of General Council, and a representative from the Information Security Office.

4.4.3 Subcommittees and Ad-hoc Committees

4.4.3.1 A Subcommittee is a standing committee approved by the Steering Committee to help accomplish the data governance strategy set by the Steering Committee. Subcommittees will be reviewed and evaluated each year by the Steering Committee.

4.4.3.2 An Ad-hoc Committee is a short-term committee approved by the Steering Committee to accomplish the data governance strategy set by the Steering Committee. Ad Hoc Committees will likely be process-based and will help document current processes, evaluate efficiency, assess data quality and integrity, identify and execute necessary process improvements, and formalize and document institutional processes.

4.4.4 Data Stewards and the systems they manage will be listed and named on the data governance website.

V. References

5.1 University Policy 121: Institutional Data

5.2 [University Policy 463: Information Technology Security](#)

VI. Procedures - N/A

VII. Addenda - N/A

Policy Owner: President

Policy Steward: Executive Director of Institutional Effectiveness

History:

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