



# DATA OVERSIGHT GROUP<sup>1</sup>

## I. PURPOSE OF COMMITTEE

The Data Oversight Group, a committee established in 2016 and formalized into the college's governance structure in 2020, is tasked with supporting data governance efforts at the college. The committee will (A) help assure the integrity and accuracy of the college's data and data systems, (B) contribute to a culture of evidence at the college by promoting communication among data users on campus and developing guidelines for system and data use, and (C) serve as a consultative body for issues of data interpretation and coding on campus.

## II. SCOPE OF DUTIES & PRIORITIES

- A. The committee recognizes that electronic data are owned by the college and are vital assets that need to be regulated similar to that of other college assets. The increasing priorities of accountability reporting and intelligence (i.e., informed decision-making) make it critical that college data be accurate and consistent. Additionally, as more reports are made regularly available to the college community, it is important that everyone agrees on the definitions and use of the underlying data.
- B. The committee will directly support the college registrar, who is recognized by the State Board as the college's chief data steward.
- C. The committee will liaise with the Data Governance Committee at the State Board for Community and Technical Colleges as appropriate.
- D. The committee will undertake actions, make recommendations, agree on definitions for institutional use, and validate data sources and processes. The committee will principally address to following issues:
  1. Validity & Quality of Data—Ensure consistency and confidence in the data available in our data systems.
  2. Consistency in Data Definitions—Promote agreement on common use of data in data calculations and reports used for decision-making.
  3. Data Access & Security—Assist in reviewing and maintaining standards around data access for end users.
  4. Communication & Coordination—Reduce confusion and promote data awareness and use on campus. Coordinate efforts among data experts to reduce staff time spent on data extraction and analysis. Share and encourage best practices among data stewards.
- E. The committee will also act as the local change control board for purposes of PeopleSoft (transactional data system) configuration and business process changes. The committee will review changes proposed by college personnel and consider if the changes are necessary, present minimum disruption, prioritize work and requests for efficient use of college and shared State Board resources, or pose unacceptable risks. The committee will evaluate the scope and timeline of proposed changes and determine an execution plan for approved changes, working with the requestor(s) to validate the accuracy of the delivered solution. The committee will further guarantee that any changes are well documented, stored, and accessible.

## III. AUTHORITY OF THE COMMITTEE

The Data Oversight Group is an important part of the regular operations of the college. The committee is convened under the authority of the chief administrative officer of institutional effectiveness at the college, who in turn is responsible for the continuation of the group, informing the college's leadership about the group's activities, and making sure that those activities align with the college's needs and priorities.



## Data Oversight Group By-Laws

(Approved February 18, 2020)

### IV. MEMBERSHIP

- A. Membership is composed of representatives from across the college, each responsible for an area of the college's data, collectively known as data stewards.
  1. A data steward is a Walla Walla Community College employee with overall responsibility for a portion of the college's data, data systems, and/or reporting. Data stewards may make data within their area of responsibility available to others to support office or department functions.
  2. The role of data steward is subject to change and determined by the college's organizational structure, staffing, and shifting job duties. The chair will determine which employees serve as data stewards on the committee in consultation with the authorizing official, other departments, and members of the committee.
  3. At a minimum, the following areas of the college's data should be represented:
    - a. Course (responsibility rests with the Registrar)
    - b. Financial aid
    - c. Student
    - d. Employee
    - e. Financial
    - f. Technology
    - g. Research and reporting
  4. The chair may invite additional personnel to serve on the committee as needed on a case-by-case basis with the approval of the authorizing official.
- B. The College Registrar will serve ex officio as chair.
- C. It is the responsibility of the chair to set the agenda for the committee, develop a work plan, track and record activities, and other administrative matters. The chair may delegate these duties as needed.

### V. MEETINGS OF COMMITTEE

- A. The committee will meet quarterly, or as needed, during the academic year.
- B. The committee is not typically a voting body and no quorum is required for general meetings. A quorum of 2/3 active members is required when deliberating change control issues for the transactional data system (see §II.E.). Voting is to be conducted under Roberts' Rules of Order Newly Revised and decisions made by simple majority.