

St. Thomas University

DATA GOVERNANCE COMMITTEE

Terms of Reference

Revised 21 February 2017

1. Purpose

The role of the Data Governance Committee is to develop and maintain university-wide standards to manage the recording of and access to university administrative data, and to promote a proactive approach to data quality and security.

2. Authority

The Committee exercises authority over policies and standards related to data governance and reports to the Administrative Management Committee.

3. Composition and Appointment

3.1 Composition

The Committee shall be composed of between five and eight senior members of administration responsible for the management of a wide variety of administrative data, including applicant, student, financial, alumni, and other administrative data. Membership may also include support staff with expertise in relevant areas.

The Committee will be chaired by a member of the University's senior administration appointed by the President.

The following positions are *ex officio* members of the Data Governance Committee:

- Registrar (or designate)
- Director of Institutional Research
- Director of Admissions (or designate)
- Comptroller (or designate)
- Director of Information Technology Services (or designate)

3.2 Appointment

On the recommendation of the Committee, non *ex officio* members shall be appointed by the President for a two-year term.

4. Role and Responsibilities of the Committee:

- To define, approve, and communicate policies and standards concerning data entry, coding, data quality and maintenance, and data security.
- To assign data stewards for specific sectors of administrative data.
- To track and enforce conformance to data policies and standards.
- To manage and resolve data-related issues.
- To identify and promote the value of data assets.

5. Operating Procedures

5.1 Frequency of Meetings

The Committee will meet on a monthly basis, or more frequently if deemed necessary.

5.2 Quorum

A quorum shall consist of a majority of members.

5.3 Voting

Decisions reached by the Committee shall normally be by consensus. In instances where a consensus is not possible, decisions will be based on a majority vote.