

# Data Governance Committee

## Introduction: Principles of Committee/Council Work

Committee/council processes utilize the collective intelligence of the college community in planning and decision-making and involves joint effort and support in the decision-making process. This process fosters a shared confidence that is extended to all other areas of responsibility within the institution, e.g., divisions, departments, and programs.

The following elements foster dynamic and cooperative interaction and are necessary for effective committee/council processes:

- **Integration:** As a complex institution comprised of several separate but interrelated units, each unit has distinct functional responsibilities and does its own part in enabling the College to achieve its mission and goals. However, these units depend on each other for the successful performance of their jobs and for the College to advance its mission. Frequently, decisions made by one individual, department, or division will influence the effectiveness of others. Consequently, effective committee/council work should view the task of providing input as an integrative process where multiple stakeholders' perspectives of issues are taken into consideration before final input is given. A sense of community is cultivated when all constituents are collectively considered through openness and involvement.
- **Inclusiveness:** An effective committee/council should recognize the legitimacy of the diverse perspectives of the various constituencies comprising the college community. Each perspective contributes to the collective wisdom. Members of the college community provide input so that all have a stake in the decisions and outcomes.
- **Open Communication:** An effective committee/council will create and utilize a communication system that enables and promotes dialogue, understanding, joint investigation, and creative collaboration among and between members and related entities. The free, unimpeded flow of information throughout the college community is essential if committees/councils are to operate effectively.
- **Impartiality:** Individuals and groups represented in committee/council work and processes are treated in an equitable, just, respectful, and caring manner.
- **Efficiency and Effectiveness:** Priorities, purpose, advising, recommendations and input are examined and validated with an open system providing timelines and feedback to the authorizing authority of the committee/council. These activities adhere to the Procedural Rules, Recommendations and Reports, per the Committee/Council Charter document from the President's office.
- **Values:** Input and recommendations from committees/councils are consistent with the mission, vision, and values of the College and the campus community.

- **Responsibility:** Individuals on committees/councils are expected to be truthful, respectful, and to come to meetings prepared, open-minded, critical and curious. While disagreement can be risky, inspecting critical assumptions with personal and contextual respect is a key aspect of demonstrating committee/council member responsibility. No person should fear retaliation for expressing his or her views and opinions about issues or topics under committee/council review and contemplation, as long as one is not attacking, defaming, or slandering another.

Kalamazoo Valley Community College is a public community college. Statute vests responsibility with the Board of Trustees to hold in trust and good custody the interests of the county, the state, and the citizenry. These are responsibilities for which the Board is accountable and which neither it nor the President, who is an agent of the Board, can delegate. Therefore, all decision-making must be in the form of recommendations to the President or the Board as appropriate. Nevertheless, as members of the college community, the Board and the President support the college committee/council structure, process, and procedures so long as they do not result in recommendations contrary to statute, fundamental principles or mission, or the vital interests of the College or the larger community.

**Committee/Council Specific Information:**

- I. The Committee/Council will be called the Data Governance Committee
- II. Purposes

The committee/council is created for the oversight, recommendation of policy and procedures, and future planning of data governance related matters at the institution.

Data governance is the proper management of data access, integrity, security and training across all forms of documentation and systems, to ensure data is reliable and utilized appropriately. Data governance at Kalamazoo Valley will center on 5 key objectives:

<b>OWNERSHIP</b>	<b>ACCESSIBILITY</b>	<b>SECURITY</b>	<b>QUALITY</b>	<b>KNOWLEDGE</b>
Data ownership is well defined, documented and communicated at all levels	Data access is appropriate and defined for each role at the institution; Data requests are systematic, documented and run through a consisted approval process	Data security is understood and seen as a global effort at the institution	Data integrity is maintained through careful department level monitoring and training	Data is well understood and utilized; constituents are knowledgeable about the data available at the institution and ensure appropriate use

Data governance assists institutions to achieve student success outcomes, become more efficient and effective in their use of resources as well as improve overall institutional compliance.

Data governance empowers institutions to use data most effectively. Well-governed data is

more accurate, consistent and reliable, which fosters a culture of transparency, trustworthiness and efficiency.

The specific purposes of the committee/council may include the following responsibilities:

- Review and discuss key college policies, practices and procedures relating to data usage, access, quality and security. Develop recommendations for improvements that will positively influence outcomes.
- Guide resource allocation, as it pertains to data-centric matters
- Serve as a sounding board for the utilization of data-informed decision making across the institution

### *III.* Role of Committee/Council

It is the role of the Board and Cabinet to approve and enact policies. This committee/council is expected to review problems, recommendations and other items related to data governance from subgroups and other areas of the college and to provide relevant guidance and information to the necessary stakeholders for appropriate action to be taken.

### *IV.* Membership

Composition: The Data Governance Committee shall consist of at a minimum 8 members. The members will consist of leads of the five subgroups noted above, a faculty liaison, Director of Institutional Effectiveness and others as deemed necessary.

Term and Membership: Term and membership must be approved by the President. Approval will take place annually.

### *V.* Organizational Structure

Committee/Council Chair: The committee/council will at a minimum have a chair. The chair shall be approved by the President.

### *VI.* Procedural Rules

Meetings: The committee/council will meet at least four times per year. Written notices of upcoming meetings and agendas will be sent to members before each meeting.

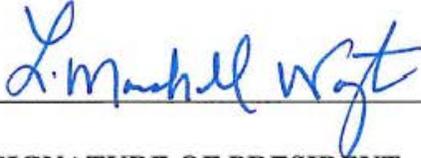
Minutes: Minutes of each meeting will be kept. Copies of agendas and minutes will be e-mailed to [Archives@KVCC.edu](mailto:Archives@KVCC.edu) within two weeks of a meeting. It is the responsibility of the chairperson to see that agendas and minutes are maintained.

Recommendations and Reports: Committee/council recommendations and reports will be submitted in writing to the President and designated Vice President. Documents will include both suggested action and justification for suggestions.

Dismissal: Members who are absent without reasonable cause from three successive meetings will be considered to have resigned their seat. The committee/council will move to fill the

position.

Public Announcements: Members shall not report opinions expressed in meetings, nor shall they report independently on committee/council action when speaking to external publics.

A handwritten signature in blue ink that reads "L. Marshall Wight". The signature is written in a cursive style and is positioned above a horizontal line.

SIGNATURE OF PRESIDENT

6/27/2023

DATE