



Data Governance Council Charter

Document History

Version	Change Date	Changes
1.0	May 9, 2023	Document created
1.1	May 19, 2023	Updated III. Powers, Purpose, and Responsibilities paragraph per Rainey Way's feedback to denote decision making responsibility is limited to "data management processes," as opposed to "business processes"
1.2	June 26, 2023	<ul style="list-style-type: none">• Updated III. Powers, Purpose, and Responsibilities paragraph #1 to specify the data management processes within the data governance purview.• Updated III. Powers, Purpose, and Responsibilities paragraph #6 with more relevant functional areas• Updated IV. Membership paragraph #3 to specify more relevant functional areas.• Updated IX Quorum paragraph to denote the assignment of an empowered data governance council proxy.

Version	Change Date	Changes
1.3	July 26, 2023	<ul style="list-style-type: none"> • Revised paragraph 1 in VI Meetings section by removing the in-person attendance requirement wording, “Meetings will be scheduled in person as the meeting agenda requires.” • Replaced paragraph 3 in section VIII Appeals wording “Executive Leadership Team and the Executive Sponsors” with “Data Governance Steering Committee”. • Replaced paragraph 4 in section VIII Appeals wording “Executive Leadership Team” with “Data Governance Steering Committee”. • Replaced section X Amendments section wording “Executive Leadership Team and Executive Sponsors” with “Data Governance Steering Committee”.
1.4	July 27, 2023	Changed Executive Steering Committee and Data Governance Steering Committee to Data Governance Executive Steering Committee in Powers, Purpose, and Responsibilities, Voting, Appeals and Amendments sections
1.5	July 31, 2023	<ul style="list-style-type: none"> • Revised paragraph 1 in VI Meetings section by putting back sentence about in-person attendance requirement. • Provided a definition of data domain in Section III paragraph 1.
2.0	August 25, 2023	Replaced all instances of “Data Trustee” with “Data Executor”
2.1	August 29, 2023	<ul style="list-style-type: none"> • Per Matt’s feedback, added “Institutional Research” as a functional area example throughout document • Updated Appendix A – Membership Roster role from “Data Governance Chair” to “Data Governance Executive Steering Committee Chair”

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I. Name

The name of this committee is the University of Alabama Data Governance Council.

II. Authority

The University of Alabama Data Governance Council is a standing governance committee of the University of Alabama. The Council derives its authority from the data governance executive sponsors.

III. Powers, Purpose, and Responsibilities

1. The University of Alabama Data Governance Council has the authority and responsibility to make final decisions related to data management processes for Human Resources, Finance, Curriculum, Student, Faculty, Institutional Research data domains, and others as expressed within the scope of University of Alabama Policy.

A data domain refers to a set of values or attributes that share a common meaning or purpose; a group of related data elements that are characterized by the same set of attributes or characteristics.

2. The University of Alabama Data Governance Council is responsible and accountable for the following:
 - a) Improved Data-Informed decision-making empowered by trusted data.
 - b) Increased data literacy inclusive of what data is available, where the data reside and how/when to use the data.
 - c) Reduced curation and 'clean-up' efforts as it relates to data.
 - d) Enhanced transparency of data accountability and responsibility
 - e) Improved collaboration as it relates to institutional insights.
 - f) Ensure right-timed data for data users and consumers.
 - g) Enhanced institutional usage of clearly documented and defined data terms.
3. The University of Alabama Data Governance Council provides guidance and approval for roadmap and reflects local guidance and considerations in roadmap implementation. The Data Governance Council prioritizes workgroup efforts and continuous process improvements.
4. The Data Governance Executive Steering Committee is responsible for decisions that materially impact data governance scope, strategies, or priorities.
5. The University of Alabama Data Governance Council shall escalate issues that cannot be resolved to the Data Governance Executive Steering Committee.
6. University of Alabama Data Governance Council members are not expected to be subject matter experts in all areas within governance scope and shall consult with

peers as appropriate for analysis and decision making and keep functional peers (e.g., Human Resources, Finance, Curriculum, Student, Faculty, Institutional Research) across University of Alabama informed of data governance progress and major issues.

7. The University of Alabama Data Governance Council shall approve and monitor project plans for ongoing data governance operations.

IV. Membership

1. To fulfill this role effectively, members shall have the following characteristics and engage in following activities:
 - a) Actively and constructively engage in the work of the University of Alabama Data Governance Council.
 - b) Function as a campuswide data governance champion through high-level visible support and advocacy with constituents.
 - c) Meet regularly with the Data Governance executive sponsors.
2. The University of Alabama Data Governance Council shall be composed of the members listed in Appendix A which follows.
3. Each functional area (e.g., Human Resources, Finance, Curriculum, Student, Faculty, Institutional Research) shall have at least two representatives on the University of Alabama Data Governance Council.
4. Given the critical role of the University of Alabama Data Governance Council to the ongoing success and utilization of University of Alabama data, members who miss three or more consecutive meetings or more than 50% of the meetings over a six-month period will be removed from the committee and replaced with a new member (proxy) recommended by the leadership of the Functional area(s). **Executive Leadership Team member and approved by Executive Sponsors.**

V. Meeting Logistics

1. Chair: The Chair of the University of Alabama Data Governance Council will be appointed from the membership by the Executive Sponsors.

VI. Meetings

1. The University of Alabama Data Governance Council will maintain scheduled monthly meetings but may cancel based on need. Meetings will be scheduled in person as the meeting agenda requires. The group will meet at least once per quarter prior to the Data Governance Executive Steering Committee meeting. Meetings will be conducted in compliance with UA's established meeting norms.
2. Meetings will be calendared for the next 12 months. Ad hoc meetings may be called by the chair with no less than 48 hours' notice.

3. Given the absolute requirement for engagement and continuity within the University of Alabama Data Governance Council, no substitute representation will be permitted.
4. Given the absolute requirement for engagement and continuity within the University of Alabama Data Governance Council, any substitute representation must be fully empowered to act on behalf of the committee member.
5. Once convened, data governance workgroups will provide succinct, timely, and comprehensive updates relating to their charge, i.e., data quality, security, or master data, and will ensure that topics, challenges, and issues that may compromise the efforts of their workgroup or related projects are escalated to the University of Alabama Data Governance Council for consideration, action, and resolution.

VII. Voting

In general, the University of Alabama Data Governance Council will strive for consensus as it engages in decision making and issue resolution. However, it will not be possible to attain 100% consensus on all topics and alternatives. Therefore, votes will be taken by the Chair as required. Each representative will have a single vote, and a 70% majority vote will constitute a final decision.

If a particular item is urgent, and a majority of the Data Governance Executive Steering Committee supports a particular decision, but a 70% consensus has not been obtained, the Chair may elect to escalate the issue to the Executive Sponsors as needed for immediate resolution.

VIII. Appeals

1. Decisions of the University of Alabama Data Governance Council and the Executive Sponsors are final, subject to motions to reconsider as noted below. Given the negative impact on timelines and cost, the University of Alabama Data Governance Council will make every attempt to avoid reconsidering and appealing / changing decisions.
2. In cases where a Council member feels an appeal is warranted, the following process shall be followed:
 - a) Appeals of University of Alabama Data Governance Council or Executive Sponsors' decisions will be directed in writing to the Chair.
 - b) Requests must contain the following:
 - i. A statement as to the reason the appeal is compelling.
 - ii. A statement relating to the budgetary and cost/benefit impact of the appeal.
 - iii. A statement concerning why workarounds / other alternatives are not possible and why reconsidering the decision is the only available option.

3. Appeals that appropriately contain the statements / information noted above will be referred to the University of Alabama Data Governance Council for discussion and voting. Unresolved appeals will be reported to the Data Governance Executive Steering Committee for final resolution.
4. Appeals must be reviewed and resolved or reported to the Data Governance Executive Steering Committee within two weeks of presentation to the University of Alabama Data Governance Council.

IX. Quorum

Sixty percent of the University of Alabama Data Governance Council constitutes a quorum.

Each council representative shall designate an empowered proxy who will vote on the representative's behalf when absent.

X. Amendments

Amendments to the Bylaws must be approved by a two-thirds majority of the University of Alabama Data Governance Council and submitted to the Data Governance Executive Steering Committee for approval.

Document Approval and Control

APPROVERS:

Role	Name	Signature	Date
Executive Sponsor (1)			
Executive Sponsor (2)			
University of Alabama Data Governance Council Chair			

Appendix

APPENDIX A - MEMBERSHIP ROSTER

Role	Name
Data Governance Executive Steering Committee Chair	[]
Data Executor (per Data Domain)	[]
Function Executor (per process /application)	[]
Advisors (business or technical leaders that ensure strategic decisions are made in the interest of their area and enterprise)	[]