

THE UNIVERSITY OF ALABAMA®

Data Governance Executive Steering Committee Charter

Document History

Version	Change Date	Changes
1.0	June 29, 2023	Document created
1.1	July 26, 2023	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."
1.2	July 27, 2023	Changed all instances of Data Governance Steering Committee to Data Governance Executive Steering Committee
1.3	July 31, 2023	Revised paragraph 1 in VI Meetings section by putting back sentence about in-person attendance requirement.
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.• Removed "University of Alabama Data Governance Executive Steering Committee Chair" as a document approver as the Executive Sponsor role is already listed as an approver• 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 Executive Steering Committee.

II. Authority

The University of Alabama Data Governance Executive Steering Committee is the executive data governance committee of the University of Alabama. The Council derives its authority from its executive members.

III. Powers, Purpose, and Responsibilities

1. The University of Alabama Data Governance Executive Steering Committee 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 Data Governance Policy.
2. The University of Alabama Data Governance Executive Steering Committee is responsible and accountable for the following:
 - a) Sponsorship of the Data Governance Program
 - b) Promoting a data-driven culture
 - c) Creation and maintenance of the Data Governance Roadmap
 - d) Prioritization of workgroup efforts
 - e) Advocacy for and prioritization of funding requests
3. The Data Governance Executive Steering Committee is responsible for decisions that materially impact data governance scope, strategies, or priorities.
4. Resolution of issues that cannot be resolved by the Data Governance Council.
5. University of Alabama Data Governance Executive Steering Committee 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.
6. The University of Alabama Data Governance Executive Steering Committee 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 Executive Steering Committee.
 - 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 stakeholders.
2. The University of Alabama Data Governance Executive Steering Committee 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 one representative on the University of Alabama Data Governance Executive Steering Committee.

V. Meeting Logistics

1. Chair: The Chair of the University of Alabama Data Governance Executive Steering Committee will be the primary executive sponsor.

VI. Meetings

1. The University of Alabama Data Governance Executive Steering Committee will meet at least once per quarter. Meetings will be scheduled in person as the meeting agenda requires.
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 Executive Steering Committee, any substitute representation must be fully empowered to act on behalf of the committee member.

VII. Voting

In general, the University of Alabama Data Governance Executive Steering Committee will strive for consensus as it engages in decision making and issue resolution. However, it may 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 majority vote will constitute a final decision.

VIII. Appeals

1. Decisions of the University of Alabama Data Governance Executive Steering Committee are final, subject to motions to reconsider as noted below. Given the negative impact on timelines and cost, the University of Alabama Data Governance Executive Steering Committee will make every attempt to avoid reconsidering and appealing / changing decisions.

2. In cases where an executive member feels an appeal is warranted, the following process shall be followed:
 - a) Appeals of University of Alabama Data Governance Executive Steering Committee 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 Executive Steering Committee for discussion and voting. Unresolved appeals will be reported to the **Executive Leadership Team and the Executive Sponsors** for final resolution.
4. Appeals must be reviewed and resolved or reported to the Executive Sponsors **Executive Leadership Team** within two weeks of presentation to the University of Alabama Data Governance Executive Steering Committee.

IX. Quorum

Sixty percent of the University of Alabama Data Governance Executive Steering Committee constitutes a quorum.

Each committee 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 Executive Steering Committee and submitted to the Executive Leadership Team and Executive Sponsors for approval.

Document Approval and Control

APPROVERS:

Role	Name	Signature	Date
Executive Sponsor (1)			

University of Alabama Data Governance Executive Steering Committee Charter

Executive Sponsor (2)			
University of Alabama Data Governance Executive Steering Committee Chair			

Appendix

APPENDIX A - MEMBERSHIP ROSTER

Role	Name
Data Governance Executive Committee Chair	[]
Data Governance Lead	[]
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)	[]