



## **Data Governance Council Ad Hoc Subcommittee on Institutional Data Policy, Procedures, and Standards**

*Approved by Data Governance Council on November 26, 2019*

### **Purpose**

The Ad Hoc Subcommittee on Institutional Data Policy, Procedures, and Standards (Data Policy Subcommittee) is an ad hoc subcommittee convened by the Data Governance Council. The University of Wisconsin–Madison does not currently have foundational institution-level policy on institutional data management and governance, resulting in persistent confusion about roles, decision rights, and appropriate use of institutional data; greater risk exposure for the institution; and inefficient data management and usage. Foundational institutional data policy, procedures, and standards will help address these issues and provide a clear framework for governance and management of the University’s data assets.

### **Charge**

The Data Policy Subcommittee will develop a recommended foundational institutional data policy consistent with the goals and principles of UW–Madison’s Data Governance Program. The policy should be high-level and should define roles and responsibilities without prescribing processes or details of execution. The Data Policy Subcommittee will also develop associated standards and procedures that operationalize the policy and provide a more granular level of detail than the policy.

The Data Policy Subcommittee should consult with, and seek feedback from, relevant committees and groups on campus including the Information Technology Council’s Policy Planning and Analysis Team and the Business Intelligence Community of Experts. The Data Policy Subcommittee should keep the Data Governance Council informed on the Subcommittee’s progress and should escalate questions or issues to the Council when appropriate and necessary to continue to make progress.

### **Deliverables**

The Data Policy Subcommittee will deliver a draft foundational institutional data policy. Additionally, the subcommittee will deliver draft standards and procedures to support the recommended policy.

### **Timeline**

The Data Policy Subcommittee was established in fall of 2019 with expected delivery of a foundational institutional data policy recommendation to Data Governance Council in spring of 2020, followed by an associated standards and procedures recommendation as soon thereafter as is practical.

## **Membership**

Catharine DeRubeis, Director of HR Info Systems, Office of Human Resources (co-chair)

Jeff Korab, Director of Academic Info Systems, School of Medicine and Public Health (co-chair)

McKinney Austin, Associate Director, Office of Data Management & Analytics Services

Sarah Grimm, UW Records Officer, General Library System

Anne Gunther, Associate Dean for Budget-Finance, College of Letters and Science

Phil Hull, Senior Data Strategist, Office of the Registrar

Ed Jalinske, Cybersecurity Policy and Education Manager, Office of Cybersecurity

Jocelyn Milner, Vice Provost for Academic Affairs, Office of the Provost

Amanda Reese, HIPAA Privacy Officer, Office of Compliance

Nick Sigmund, Policy and Planning Analyst, Graduate School