



UW–Madison Data Governance Council Charter

Effective Date: September 1, 2015

Last Updated: October 22, 2019

Approved By: John Karl Scholz, Provost and Vice Chancellor for Academic Affairs
Laurent Heller, Vice Chancellor for Finance and Administration

Purpose

This charter defines the shared direction, guiding principles, membership, and roles and responsibilities for the UW–Madison Data Governance Council and its subcommittees.

Authority

The Data Governance Council is authorized to operate in the capacity defined within this charter by:
Provost and Vice Chancellor for Academic Affairs
Vice Chancellor for Finance and Administration

Mission

The primary function of the Data Governance Council is to provide ongoing management and oversight for UW–Madison’s Data Governance Program. The Data Governance Council manages data governance initiatives, issues, and escalations in an effort to improve and promote data quality and integrity, appropriate and ethical use of data, compliance, and data literacy and awareness. The Data Governance Council works to ensure and support the effective management of data assets of the University by making policy recommendations, establishing procedures and standards, advocating for appropriate resources, and guiding and monitoring data governance efforts.

About

The goal of the Data Governance Program is to allow for and facilitate campus-wide data-driven decision-making. This requires recognizing data as an institutional asset and enabling proper management and stewardship of that asset with a focus on maximizing the value of data while reducing data-related risks. Effective data governance must define, communicate, and implement principles, policies, procedures, standards, tools, and responsibilities for the management and use of data assets. Data governance is not a one-time effort; it requires a program that evolves with an everchanging data landscape. The Data Governance Council meets the need for ongoing management and oversight of the Data Governance Program and helps foster a shared understanding of data governance at UW–Madison.

Goals, Objectives, and Guiding Principles

The Data Governance Council works to further the goals and objectives of the Data Governance Program, including:

- Establishing a data quality culture that encourages data-driven decision-making
- Facilitating collaboration, awareness, and understanding related to data governance, use of data, and data-related policies, procedures, and standards
- Creating structured accountability with defined roles and responsibilities
- Improving the usefulness and understandability of data through standardization of documentation and definitions
- Pursuing strategies to balance data availability with privacy, compliance, and security

The following are the guiding principles of the Data Governance Council:

- We recognize data is an institutional asset that requires stewardship, management, and protection
- Trustworthy, consistent, accurate, timely, and available data improves decision-making and management across the University
- We must act as champions for data governance and the appropriate and ethical use of data in our divisions, departments, and units, and for the entire institution
- Members of the Data Governance Council owe the University our judgement, expertise, and proper representation of all viewpoints, regardless of our alignment with a specific division, department, or unit
- Consensus—whether through legitimate, reason-based persuasion, compromises, alternatives, or a combination thereof—is the best way for this team to make recommendations or decisions
- The best discussions and recommendations come from a warm, welcoming, inclusive, and spirited community
- To be effective, we must communicate and align with appropriate data-related groups at UW System and UW–Madison

Structure and Membership

The Data Governance Council is open and welcoming to all viewpoints within the University community, driven primarily by consensus building and the idea that the community has a membership-of-equals. However, it does provide structure that guides direction setting and decision-making, as to facilitate a highly effective team.

Executive Sponsors

The executive sponsors provide a communications conduit to Deans Council, Administrative Council, shared governance, and University executives; guidance on resource allocation to execute data governance-related initiatives; and action on recommendations made by the Data Governance Council.

Chairperson

The chairperson is responsible for recruiting and maintaining a representative membership, overseeing subcommittee work, calling meetings, recording and communicating decisions, reporting to the sponsors, and ensuring an inclusive discussion. The chairperson will ensure the distribution of agendas and discussion materials at least 48 hours prior to plenary meetings.

Membership

The Data Governance Council membership includes individuals with planning, policy-level, or management responsibilities for data within their functional areas. A current list of members will be maintained by the chairperson and be attached to this charter.

Advisors

The Chairperson may ask for staff in specific disciplines to join the team as advisors. Advisors do not vote and are present to offer insight on matters in their area of practice that relate to data governance activities. Advisors are not required to attend meetings that are dealing with issues outside their discipline.

Responsibilities

Data Governance Council Meetings

The Data Governance Council will establish the frequency of meetings based on workload and milestones. The Chairperson will be accountable for generating and ensuring the distribution of meeting agendas and minutes. Members are to review the material and be prepared for the meeting and potential discussion. Members attend the plenary meetings, having reviewed any discussion or presentation materials in advance.

Voting

The Data Governance Council will strongly favor a consensus-driven decision-making process to ensure everyone in the community is involved. However, in the event a formal vote needs to be conducted, members will cast one vote per person. Votes will typically take place at meetings, in which case those casting votes must be participants in the meeting at the time the vote takes place. In the event a vote is warranted outside of a meeting, voting may be conducted electronically. A vote is successful if the total number of votes casted equals or exceeds one half of the total membership of the Data Governance Council and more than half of the votes answer the question in the affirmative; otherwise the vote fails.

Subcommittees

The Data Governance Council may use subcommittees to focus a select group of council members on a particular issue that requires more work or discussion than is possible in plenary meetings. The Data Governance Council charters these subcommittees. Subcommittees must provide reports to the Data Governance Council, with any work they generate posted to a common repository.

Ad-hoc Subcommittees

The Data Governance Council may establish ad-hoc subcommittees to address timely or one-off areas of focus. The Data Governance Council charters these subcommittees to research and write a report or

recommendation on a specific topic, and they dissolve once they have completed their charge. Ad-hoc subcommittees may include members who are not members of the Data Governance Council.

Appendix: Data Governance Council Membership

Last Updated: January 24, 2020

McKinney Austin (Chairperson), Associate Director, Data Management & Analytics Services

Steven Cramer, Vice Provost for Teaching & Learning

Sarah Grimm, UW Records Officer

Jeff Karcher, Director, Risk Management

Jennifer Klippel, Director, Madison Budget Office

Lee Konrad, Associate University Librarian for Digital Strategy

Jeff Korab, Director of Academic Information Systems, School of Medicine and Public Health

Dan Langer, Assistance Vice Chancellor for Business Services

Cathy Lloyd, Chief Data Officer

Nancy Lynch, Associate Vice Chancellor for Legal Affairs

Jocelyn Milner, Vice Provost for Academic Affairs

Scott Owczarek, University Registrar

Amanda Reese, HIPAA Compliance Officer

Bob Turner, Chief Information Security Officer

Mark Walters, Chief Human Resources Officer