



Data Governance Committee Procedural Template

I. Official Name

Data Governance Committee (DGC) of Lower Columbia College.

II. Mission

The mission of the DGC is to support the accuracy and validity of data collection, reporting, and analysis at Lower Columbia College (LCC) and to provide guidance for maintaining the confidentiality, integrity, and availability of data throughout its life cycle.

III. Purpose

The purpose of the DGC is to:

1. Review, develop, and recommend policies, procedures, and standards for maintaining the confidentiality, accuracy, consistency, and availability of data entered and extracted from college systems.
2. Recommend processes, procedures, and solutions to resolve issues with data coding.
3. Review, develop, and recommend policies, procedures, and standards for appropriate data access by users.
4. Evaluate staff requests for information access in order to promote data security.
5. Promote data awareness and use.
6. Promote common data definitions and the common use of data in reports used for analysis and decision-making.
7. Facilitate communication among data users to reduce time spent on data extraction and analysis, share and encourage best practices among data custodians.
8. Promote a culture of evidence.
9. Ensure that all legal and regulatory requirements regarding the collection, use, storage, release, retention, and destruction of data are met.

IV. Authority

The Data Governance Committee is a standing committee of Lower Columbia College per directive from the State Board for Community and Technical College/ctcLink Project.

V. Sub-committees

The ongoing Student Reporting and Coding Work Group shall serve as a subcommittee. The DGC Chair shall establish other sub-committees as necessary to achieve the mission and purpose of the DGC.

VI. Membership and Leadership

The Vice President of Effectiveness and College Relations (or designee) will serve as chair. Membership shall include:

1. Vice President of Effectiveness and College Relations
2. ctcLink Project Manager
3. Institutional Research Associates
4. Director of IT Services or designee
5. Director of Registration or designee
6. Director of Financial Aid or designee
7. Director of Workforce Programs or designee
8. Dean of Instruction or designee
9. Director of eLearning or designee
10. Director of Finance or designee
11. Payroll Manager or designee
12. Director of Advising and Testing or designee
13. Representative from the Transitional Studies Department
14. Two Classified Reps (one from Registration and one from Transitional Studies preferred)

VII. Meetings

The DGC will meet quarterly or as needed during each academic year.

VIII. Operating Procedures

1. Rules of Order - Robert's Rules of Order, Revised, shall be the authority on questions of parliamentary rule.
2. Voting as needed.
3. Each committee member shall have one (1) vote.
4. Voting may be conducted either in person at a meeting or electronically.
5. Quorum - a voting quorum shall consist of a majority of the members who voted prior to any established deadlines.

IX. Minutes

Meeting minutes appear on the [Data Governance Committee page](#) on the faculty-staff website.

X. Effective Dates and Change Records

Initial review by Executive Leadership Team: 02/07/2018

Approved by Executive Leadership Team: 02/14/2018

Updated by Data Governance Committee: 10/03/2019