



NCCCS Data Governance Committee Scope and Procedures

Data Governance Committee Scope and Procedures

Purpose

The Data Governance Committee (DGC) is established to maintain and sustain effective data systems to ensure data quality, efficient processes, and effective reporting capabilities within the North Carolina Community College System (NCCCS). The DGC will help set the strategic direction to ensure systems are effective and maximize economies of scale. The DGC has the responsibility for ensuring that colleges have access to resources and tools that facilitate data integrity and accuracy of reports throughout the System. The DGC has the authority to approve changes, additions, and deletions that impact System reporting requirements.

Objectives

This DGC is an advisory and decision-making body designed to ensure data systems effectively address the business needs of colleges, while also serving reporting requirements and evaluation demands.

The associated objectives include:

- Oversee the NCCCS data dictionary, which includes and defines data elements used throughout NCCCS.
- Authorize changes to documented data entry processes associated with the data dictionary.
- Approve system changes impacting elements contained in the data dictionary.
- Coordinate a voluntary peer review process which evaluates individual college data entry and quality.
- Evaluate data review processes and validations to ensure local accountability through the validation of submitted data.
- Promote advanced analytical capabilities that facilitate informed decision making to drive NCCCS forward.
- Advocate for the implementation of technologies that impact data quality and data transmissions to ensure NCCCS needs are met.
- Ensure best practices relating to the use of standard reporting technologies are communicated and shared throughout NCCCS.
- Encourage the expanded availability of predefined reports, web-based dashboards, and other means of accessing information.
- Assist in identifying training needs and associated modes of delivery.

Composition

The committee will normally be composed of fifteen members, with ten from the colleges and five from the System Office. One of the ten coming from the colleges will be a college president, who will serve as the DGC Chair.

The following professional associations and positions will appoint representatives to NCCCS's Associate VP for Research and Performance Management (or designee).

Professional Association / Position	Appointment Responsibility
NC Association of Community College Presidents (NCAACP)	One college president to serve as the chair of the committee
NCCCS President	One System Office representative to serve as a member
NCCCS VP of Finance and Operations	One System Office representative to serve as a member
NCCCS VP of Information Technology	One System Office representative to serve as a member
NCCCS VP of Programs and Student Services	Two System Office representatives to serve as members
Association of Community College Business Officers (ACCBO)	One member
Community College Planning and Research Organization (CCPRO)	Three members
Chief Information Officers Association (CIOA)	One member
Institutional Information Processing System Users Group (IIPS)	One member
NC Adult Education Association (NCAEA)	One member
NC Association of Community College Instructional Administrators (NACACCIA)	One member
NC Student Development Administrators Association (NCSDAA)	One member

Committee members will serve a three-year term, effective July 1, 2016. However, to ensure effective turnover and transitions, most of the first appointees will be required to serve shorter terms. See Appendix 1 for Appointment Schedule. Committee members unable to fulfil their role as a member of the DGC shall inform NCCCS's Associate VP for Research and Performance Management (or designee).

When vacancies occur, NCCCS's Associate VP for Research and Performance Management (or designee) will contact the associated appointing professional association or position for an interim appointment to complete the original committee member's term. The interim appointment is eligible to continue as a permanent appointment when the term expires.

NCCCS's Associate VP for Research and Performance Management (or designee) will also serve on the DGC committee, as a non-voting member. They will assist the Chair and facilitate meetings and associated correspondences.

Committee Authority

The DGC is authorized by the State Board to monitor, modify and enforce procedures and policies that directly impact centralized data quality, collection and reporting. The DGC shall provide the State Board a report of its activities no less than twice annually.

Committee Advisory Role

In addition, the DGC is responsible for providing input on issues relating to long term system solutions, including but not limited to Enterprise Resource Planning (ERP).

Committee Review

Individuals from a college or the System Office may submit items for presentation, review, and/or approval as long as they are associated with the DGC's objectives. The chair will prioritize the items reviewed by the committee. NCCCS's Associate VP for Research and Performance Management (or appointee) will coordinate with those submitting items. The DGC may also redirect items that are better aligned with others (individuals or committees).

Meetings and Approvals

The committee will normally meet in person four times a year; however, it may be necessary to meet or make approvals electronically when required. Seven voting members must be in attendance for a quorum. All approvals and recommendations require support from a majority of those in attendance.

Peer Reviews

The DGC shall establish and coordinate voluntary peer review processes which share best practices and assess data entry processes, data quality assurances, the utilization of research and reporting tools, and knowledge of available resources at host colleges. It does so to serve the following purposes:

- Ensure data accuracy and consistency through appropriate and uniform entering and collecting of information across NCCCS so data extracted are valid and reliable
- Ensure colleges are maximizing utilization of statistical software and reporting tools
- Expand awareness of the availability of predefined reports, web-based dashboards, and training
- Provide an in-depth, substantive professional development experience for those hosting a peer review and those serving on review teams
- Further cultivate working relationships among professionals

By July 1, 2017, the DGC will outline and define all of the components associated with the peer review process. The peer review process should be initiated by January 1, 2018.

After the initial peer reviews, the DGC will assess their impact of the peer review process to determine if the process should remain in place or be terminated.

**Appendix 1
Appointment Schedule**

Professional Association / Position	Appointment Responsibility	Upcoming Appointments
NC Association of Community College Presidents (NACCCP)	Chair	07/16-06/19 07/19-06/22
NCCCS President	Member	07/16-06/17 07/17-06/20
NCCCS VP of Finance and Operations	Member	07/16-12/17 01/18-12/20
NCCCS VP of Information Technology	Member	07/16-06/19 07/19-06/22
NCCCS VP of Programs and Student Services	Member 1	07/16-12/16* 01/17-12/19
	Member 2	07/16-06/18 07/18-06/21
Association of Community College Business Office Professionals (ACCBO)	Member	07/16-12/18 01/19-12/21
Community College Planning and Research Organization (CCPRO)	Member 1	07/16-12/16* 01/17-12/19
	Member 2	07/16-12/17 01/18-12/20
	Member 3	07/16-12/18 01/19-12/21
Chief Information Officers Association (CIOA)	Member	07/16-06/17 07/17-06/20
Institutional Information Processing System Users Group (IIPS)	Member	07/16-06/18 07/18-06/21
NC Adult Education Association (NCAEA)	Member	07/16-12/17 01/18-12/20
NC Association of Community College Instructional Administrators (NCACCIA)	Member	07/16-06/19 07/19-06/22
NC Student Development Administrators Association (NCSDA)	Member	07/16-12/18 01/19-12/21

* Denotes eligible for reappointment.