

POLICIES OF COLORADO STATE UNIVERSITY
IMPACT STATEMENT



Policy Title: CENTRAL ADMINISTRATIVE DATA GOVERNANCE POLICY	Category: Information Technology Policy ID: 4-1019-001
<input checked="" type="checkbox"/> New Policy <input type="checkbox"/> Revision of Existing Policy	Date Submitted: May 16, 2017
Policy Proponent/Owner: Vice President for Information Technology/Dean of Libraries	Contact(s): Laura Jensen, Associate Provost for Planning and Effectiveness 970-491-7009 Bob Engmark, Director of Information Systems 970-491-7758

POLICY DESCRIPTION AND BASIS

As our central data environment has grown tremendously (over 40 billion elements today, and growing apace), it has become much more difficult and complex to manage. Compromises must be made for purposes of sustainability. Thus, it is now necessary to formalize data governance activities at CSU to coordinate and manage this central data environment. Such activity would necessarily formalize the ad hoc Central Data Governance and Architecture Committee, already formed by the VP for IT, which would be charged with developing a formal Data Governance Policy. Data are an institutional asset, and must be governed and managed institutionally, ergo the need for policy development. The absence of a policy represents a vulnerability for CSU, in that its employees (or designated others) will not be aware of expectations with regard to central data, which may lead to misuse, misinterpretation, or unnecessary restrictions to its access.

This scope for this particular policy is data managed and maintained by central IT in the Operational Data Store (ODS), by the Division of Planning and Effectiveness, by and within central IT systems. This data is classified as “Business Data.” This particular policy would not apply to “Research Data,” for which the VP for Research and the VP for IT have constituted a separate Research Data Management standing committee whose activities are governed under a separate policy, nor initially to Learning Analytics data whose activities are also governed under a separate policy.

This policy would be developed by the Administrative Data Governance Committee, and include the elements of data definitions, data dictionaries, responsibility, validity, training, access, and preservation of Business Data.

REQUIRED RESOURCES

No additional resources are required to implement and maintain the policy, as the Central Data Governance and Architecture Committee, charged by the Vice President of Information Technology in 2015, will assume these activities.

ANTICIPATED IMPACTS

The constituents who will likely be impacted by the policy are those engaged in access to, and use of Business Data on campus, including faculty, staff, fellows and students. It is not anticipated that these impacted parties will incur any financial or other burden associated with the policy. Rather, it is anticipated that their access to and use of Business Data would be facilitated and improved via the policy and better management of the Business Data environment at CSU.

POLICY DEVELOPMENT

Policy development will be led and supported by representatives from The Office of Institutional Research, Planning and Effectiveness and the Office of Information Systems.

STAKEHOLDER INPUT

Stakeholder input will be solicited from Faculty Council, Deans, Vice Presidents, Department Heads and Directors, the APC, the Libraries, the bioethics advisory committees, faculty who serve as principal investigators on grants and contracts, the Graduate School, the Graduate Student Council, the Division of Enrollment and Access (including Admissions and the Registrar), the Vice President for Advancement, and other owners of the Business Data affected.

ADMINISTRATIVE/MANAGEMENT/ASSESSMENT

The policy will be administered on an ongoing basis by the Administrative Data Governance Committee.

PROCEDURES, GUIDELINES AND FORMS

Specific procedures, guidelines and forms will be developed by the Administrative Data Governance Committee and will be provided to each functional area through committee membership and online.

INTERNAL CONTROLS

The Administrative Data Governance Committee will develop a process to perform periodic reviews of performance and compliance in connection with the policy, as part of its ongoing activities to ensure compliance with protocols and to maintain Quality Assurance standards for

data integrity, training, access and use at Colorado State University. The committee has broad campus representation, but may ask for Internal Audit's assistance in developing an audit process.

REVIEW AND APPROVAL BY THE PRESIDENT'S CABINET:

APPROVED TO PROCEED TO POLICY DEVELOPMENT

NOT APPROVED

MORE INFORMATION NEEDED:

By: original signature on file

Lynn Johnson
Vice President for University Operations

Date: May 17, 2017