

# LSU Data Governance Committee Charter

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This charter defines the scope, membership, responsibilities, and operations of the Data Governance Committee and its subcommittees.

## PURPOSE

The purpose of the Louisiana State University and Agricultural & Mechanical College (LSU) Data Governance Committee is to uphold the institutional data governance imperative by intentionally and systematically overseeing policies, procedures, structures, roles, and responsibilities related to data security, privacy, integrity, management, access, and utilization. LSU acknowledges that institutional data, both structured and unstructured, is a high-value asset, and its appropriate use is pivotal for data-informed decision making to support the overarching mission of the institution.

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## MISSION

The mission of the Data Governance Committee is to create policies, standards, procedures, structures, roles, and responsibilities for data management and data utilization in order to:

- Maximize the value and trust in institutional data assets;
- Increase data literacy across the institution;
- Ensure security and privacy protections for institutional data assets;
- Manage the quality, integrity, and security of institutional data assets;
- Obligate shared accountability of institutional data assets; and
- Foster a sophisticated data culture that advocates data-informed decision-making.

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## SCOPE

The policies, procedures, and standards established by the Data Governance Committee apply to all data owned by LSU, under LSU's custody, or otherwise present in LSU's network or computing environment. This data may be held on any of LSU's premises or in any external or cloud-based IT infrastructure licensed, rented, or contracted by LSU or on LSU's behalf. This framework also includes LSU data held on personal devices.

The Data Governance Committee serves an advisory function, established to make recommendations to the Vice President and Chief Data Officer.

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## RESPONSIBILITIES

The Data Governance Committee may:

- Formulate and propose data-related policies;
- Develop data-related strategies, principles, standards, and procedures;
- Define the roles and responsibilities of those who create, use, or distribute institutional data;
- Inventory data systems/applications and their data assets;

- Direct and promote data quality and data integrity including consistent data definitions and their use throughout connected systems/applications and across data domains;
- Support training and professional development as it relates to data;
- Develop strategies to monitor compliance of the data lifecycle (retention, archival, and disposal);
- Create access control mechanisms that incorporate data categorizations, access requirements, and role-based access standards;
- Ensure data-related policies, procedures, and standards are aligned with established cybersecurity controls and privacy considerations;
- Recommend necessary resources to ensure proper planning, implementation, and support of data needs of the institution;
- Propose infrastructure for compliance of data integrity, management, and utilization with institutional policies;
- Determine the appropriate resolution for data-related issues;
- Identify mechanisms for fair and ethical use of data and incorporate into policies, procedures, standards, and trainings;
- Establish subcommittees or working groups and delegate responsibility to individuals with expertise on a certain topic that requires more work, discussion, or research. These groups may or may not include members of the Data Governance Committee;
- Designate resources acquired from the subcommittees or working groups to support the conceptualization and execution of the processes, procedures, and standards;
- Assess and evaluate the effectiveness of data governance at the institution.

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## MEMBERSHIP

The Data Governance Committee is chaired by the Vice President & Chief Data Officer. The committee’s membership is role-based, and positions are approved by the President and the Executive Steering Committee. These roles are based on primary data domains of the institution as well as roles from additional areas of the institution that have a vested interest in data governance. Committee membership is made of upper administration from the following data domains and data governance supporting units.

<b>Unit Representation</b>
Office of Data and Strategic Analytics
Enrollment Management & Student Success
University Registrar
Human Resource Management
Sponsored Programs
Finance & Administration
General Counsel
ITS
Academic Affairs

Committee members serve a two-year term with an option for extension at one-year intervals. Should a membership vacancy occur before the end of a term, the Data Governance Committee will nominate a candidate to start a new term, with final approval by the President and Executive Steering Committee.

The Data Governance Committee shall conduct an annual review of this Charter, including membership composition, to ensure continued effectiveness. Any recommendations shall be presented to the President and Executive Steering Committee for approval.

Members will actively share information about the Committee's work in a manner that ensures transparency and awareness.

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## OPERATION

The Data Governance Committee will meet at least once every month, but the Vice President & Chief Data Officer may call additional meetings when time-sensitive agenda items arise or cancel established meetings if no agenda items arise.

Composed of non-voting members, the Data Governance Committee operates in an advisory capacity to the Vice President & Chief Data Officer, providing recommendations and expertise to support the strategic direction and decision-making processes of the Office of Data and Strategic Analytics.

The Office of Data and Strategic Analytics will distribute meeting agendas and corresponding documents in advance of each meeting and will also distribute minutes following each meeting.

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## PARTNERSHIP

The Data Governance Committee will work closely with the IT Governance Council to solidify the proper, efficient, and effective use of both IT and data assets.