

 <p>OFFICIAL POLICY</p>	<p style="text-align: center;">Data Governance</p> <p><input type="checkbox"/> NEW POLICY <input checked="" type="checkbox"/> REVISION OF EXISTING POLICY</p>	<p style="text-align: center;">WEB LINK:</p> <p style="text-align: center;">https://www.ric.edu/documents/data-governance-policy.pdf</p>
<p>RESPONSIBLE OFFICE: <i>Institutional Research & Planning</i></p> <p>POLICY OWNER: <i>Institutional Research & Planning/Data Governance Committee</i></p>	<p>ORIGINATOR OF PROPOSED POLICY (OR REVISIONS): <i>Director of Institutional Research & Planning</i></p> <p>ORIGINATION DATE: <i>2013-02-18 (AS DATA STANDARDS)</i></p>	<p>EFFECTIVE DATE: <i>2013-02-18</i></p> <p>REVISION HISTORY: <i>Revised 2024-01-16</i></p>

PART 1. RATIONALE

The purpose of the data governance policy is to develop and enforce an agreed upon set of standards and practices for maintaining Rhode Island College’s data. While individual departments and units may maintain certain categories of data, collectively the college’s data constitute a vital shared resource. Having a data governance policy will help to make consistent and accurate information available for the college to fulfill its operations, reporting, and compliance requirements and to support planning at all levels of the organization.

PART 2. SCOPE

Policy applies to all RIC employees who manage, collect, enter, and report on shared data at the college.

PART 3. DEFINITIONS

Change	Includes the addition of a new data field, a modification to an existing data field (e.g., updated coding, change in name of field, change in source for field, change in description, etc.), or the deletion of an existing data field or code.
Code	A value associated with a data field. For example, “M-Male” is a code used in the field of “Legal Sex.”
Data Governance Committee	The group charged with developing and executing the data governance policy. It is chaired by the Director of Institutional Research & Planning, with members representing each of the major data stewards of the college, with others as deemed appropriate or necessary to operation.
Field	Data element that represents a particular concept and for which a code or text data are entered. “Legal Sex” is a “field” with multiple coded values.
Official Information Technology System	An internal or hosted system that the college sponsors and maintains.
Shared Data	Fields that reside on an official college information technology system that are used in some manner (for operations, reporting, research, etc.) by more than one unit or department at the college.

Data Steward	Individuals with operational responsibility for the input, validation, and use of data within a certain unit. Common examples are the leads in Admissions, Records/Registrar, Financial Aid.
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PART 4. STATEMENT OF POLICY

The Data Governance Committee must be notified and approve of any change made to data on a RIC Official Information Technology System that potentially affects the college's shared data. The intent of the policy is to ensure that steps can be taken to minimize any unintentional negative impact a change may have on the ability of other units to carry out their work or for the college to meet its reporting and compliance requirements. The committee will also serve as a resource for professional guidance and intervention in situations where persistent data quality issues or contradictory data processes are identified.

PART 5. PROCEDURES

1. When considering making a change to the college's shared data, the following steps must be followed:
 - Requestor completes the Data Governance Change Request Form, which is sent to the Chair of the Data Governance Committee, and/or provides the following regarding the change prior to implementation
 - i. The nature of the change (examples are listed below, non-exhaustive list)
 1. Addition of a field
 2. Removal of a field
 3. Changing the location (e.g., PeopleSoft table) of a field
 4. Discontinuing the maintenance of a field
 5. Changing the meaning or operational definition of a field
 6. Addition of a code or value for a field
 7. Changing the format of codes for a field
 8. Changing the meaning or definition of a code for a field
 9. Eliminating a code for a field
 - ii. Justification for the change
 - iii. Responsibility for change
 1. Which information systems the change will be made to
 2. Which office/individual is responsible for making the change
 3. Plan for ensuring quality control in the maintenance of any new data that result from the change
 4. Need for MIS to make changes to existing collection or reporting structures
 - iv. Timeframe for when change will take effect
 - Committee will discuss the change, either in person or remotely, depending on the nature and scale of the change. The committee is mindful that a proposed change may require immediate action in order for the requestor to perform the duties of their

- position or unit and will work within the requestor's identified timeframe as it is feasible. The intent of the policy is not to interfere with the work of any individual or unit at RIC but to ensure that all potential parties that may be affected by the change at the college are adequately informed and allowed to determine and provide feedback on the impact to their area. Keeping this intent in mind, the committee will consider the following when reviewing the proposed change:
- i. Committee will determine if change affects the work of other units at the college.
 - ii. Committee will determine if change duplicates or negatively impacts any other data already maintained by the college.
 - iii. Committee will determine if change has implications for the college's operational or reporting/compliance requirements.
 - iv. Committee will determine if change has implications for executive management of the college, in which case the President's Executive Committee (PEC) may be consulted.
- After these considerations have been made, the chair of the Data Governance Committee will convey the committee's decision on approval and recommended course of action to the individual/unit making the proposed change. The chair of the Data Governance Committee will communicate changes to affected individuals/units at the college, though Committee members are expected to report back to their respective areas, and proactive notification by the requestor to other units is welcome.
2. When requesting guidance or assistance in cases of poor data quality or contradictory processes, the following steps must be followed:
- Requestor communicates with the Chair of the Data Governance Committee regarding the issue, to include the following:
 - i. Nature of the data quality issue and its impact on the reporting area
 - ii. Process or report impacted by the issue that lead to identification
 - iii. Area or process where data are originated
 - iv. Proposed course of action for correction, if identified
 - Committee will discuss the issue and the need or potential for intervention. The committee can identify an ad hoc workgroup from relevant units to investigate and propose a resolution for consideration by the committee as needed.
 - Chair will communicate back to original requestor and any other impacted units their guidance on resolution.

PART 6. GUIDELINES

N/A

PART 7. RESPONSIBILITIES

RESPONSIBLE OFFICIAL	LIST OF RESPONSIBILITIES
Director of Institutional Research & Planning	1.Chair or Co-Chair Data Governance Committee
Data Governance Committee	1.Administer Data Governance Policy 2.Seek feedback from and report committee actions to their unit
Data Stewards	1.Ensure adherence to the policy within units

PART 8. CONTACTS

SUBJECT	OFFICE OR POSITION	TELEPHONE NUMBER	E-MAIL
Policy Clarification	Director of Institutional Research & Planning	(401) 456-8998	sphillips@ric.edu

PART 9. POLICY ENFORCEMENT

Violation(s)	<ol style="list-style-type: none"> 1. Making a change to a shared data field without notifying and gaining prior approval of the Data Governance Committee. 2. Not implementing a change identified as needed by the Data Governance Committee
Potential consequences	<ol style="list-style-type: none"> 1. Administrative processes may not function properly. 2. Inaccurate or incomplete data may be reported internally or externally.
Where to report violations	Director of Institutional Research & Planning

PART 10. FORMS/TEMPLATES/REFERENCE DOCUMENTS

FORM, TEMPLATE, OR DOCUMENT	WEB ADDRESS
Data Governance Change Request Form	https://ric.qualtrics.com/jfe/form/SV_1GDy83gnQyAQOG
Description of Data Governance Committee Responsibilities	
Documentation of Data Elements	