



# Presentation/Proposal Form

[Add Title Here]

Change Data Stewardship Advisory Committee(DSAC) from Advisory to Administrative

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- ❖ Complete Items 1–8 to the best of your ability (see Instructions form for reference).
- ❖ If an item listed is not relevant to your specific presentation to College Affairs, please mark it *N/A*.
- ❖ E-mail the completed checklist to the College Affairs committee support specialist by the specified deadline.

## 1. PRESENTATION/PROPOSAL ABSTRACT (150–250 words)

The proposal includes a change to the committee type from advisory to administrative, committee name, charge, and membership updates as provided below. Additional information is provided to further support this proposal. The GPM states, "College Administrative Committees are responsible for various aspects of day-to-day administration of College policy and practice, albeit instructional, administrative or other focus." DSAC's proposed charge better aligns with administrative committees because of its focus on data management across the College and the responsibilities of its members to ensure adherence to data management practices. If the committee remains advisory, the efforts to instill data stewardship as a critical measure and establish consistent data processes will fail to be effective due to the limited scope and influence of the advisory committee structure. Like the College Planning and Assessment Team (CPAT), the proposed committee changes will provide a cohesive approach to data management for the College. This will include establishing a data governance framework to be used to set data standards, define data between systems for improved integration, ensure data is entered, updated, deleted, and transferred consistently and securely. See attached for name for proposed name change, member structure and current GPM language.

## 2. TYPE OF PRESENTATION/PROPOSAL

- Information Item (requires approval of CA Chair)
- Action Item
  - Information and committee feedback
  - Procedure—*revision* (Attach current procedure with proposed changes highlighted using track changes.)
  - Procedure—*new* (Attach proposed procedure separately.)
    - Identify suggested location in *General Procedures Manual*: \_\_\_\_\_

- Policy—*revision* (Attach current policy with proposed changes illustrated with track changes)
- Policy—*new* (Attach proposed policy separately.)
  - Identify suggested location in *General Policy Manual*: \_\_\_\_\_
- Other: \_\_\_\_\_ Committee assignment to Administrative \_\_\_\_\_

### 3. BUDGET IMPACT

Because this committee currently exists, there are no direct budget impacts beyond the staff and faculty time utilized for committee efforts in data governance and management. The overall indirect budget impact of this committee should be very positive as better data and access to data ultimately facilitates better decision making and better use of resources.

### 4. INSTRUCTIONAL REQUIREMENTS/IMPACTS

This transition will positively impact instruction, ensuring reliable data is consistently entered, leading to more accurate record keeping as well as reliable data for accreditation reports. Reliable data also facilitates support for grants and research as well as comparative analysis of evaluations and student outcomes over time – helping with the APR process and continuous improvements to our programs.

### 5. OPERATIONAL IMPACT

The transition from an advisory to administrative committee will provide the DGC more functional abilities, allowing the committee to formally implement a data governance framework, incorporate the framework into the College's operational practices, and help departments improve data quality, compliance obligations and overall data security. Specific efforts include, but are not limited to:

- Leading the College in efforts to ensure consistent, standardized and accurate data.
- Promoting the importance of data quality by collaborating with stakeholders to establish data standards for information systems and business processes.
- Engaging in onboarding and offboarding of systems to ensure data governance policies and best practices are integrated during all phases of the information life-cycle.

Additionally, COCC has many compliance obligations and the DGC will work with the College to assist bridging data governance principles as they apply to compliance obligations to help improve the College's compliance overall.

## **6. STUDENT IMPACT**

The direct and indirect impact to students, and the overall student experience, should continue to be positive with the transition from advisory to administrative. Data governance facilitates consistent management, accountability, and oversight of student data entry and output which can affect students in some of the following ways: timely and accurate information sent to students for admissions and financial aid purposes; accurate financial transactions from/to students/vendors; accurate student records/transcripts; as well as accurate state and federal reporting.

## **7. ANTICIPATED IMPLEMENTATION TIMELINE**

DSAC has been operating since 2013. Recommend transition to administrative committee type as of the beginning of the 2021-22 Academic year.

## **8. MOTION TO BE RECOMMENDED**

We, the Data Stewardship Advisory Committee, following the recommendation from Dr. Chesley and Dr. Boehme, propose that our committee name and structure be modified to "Data Governance Committee" as an administrative committee.