Minnesota State University, Mankato University Policy	
Policy Name: University Data Governance	**Effective Date of Last Revision** ~~August 15, 2016~~August 1, 2026
Custodian of Policy: Provost and Senior Vice President for Academic Affairs	**Date of Last Review** September ~~2015~~2025
Date of Adoption July 15, 2016	**Date of Next Review** September ~~2022~~2032

Policy

This policy establishes University data governance roles and standards to ensure the integrity of University data, resulting in greater accuracy, timeliness, quality, and communication of information for decision-making. This policy is intended to be interpreted as an aligned extension to existing laws and regulations found in the Family Educational Rights and Privacy Act (FERPA), Minnesota Government Data Practices Act (MGDPA), and MnSCU Board Policies and Procedures.

Data Governance Roles

Data Administrators/Data Owners are senior university officials with planning and policy-level responsibility and accountability for data within their functional areas. By understanding the information needs of the overall institution, they articulate for the University how data can be used strategically to meet the University's mission and goals. Data Administrators include the Presidents' Cabinet, ~~and~~ the Director of Human Resources, and the Executive Director for Analytics and Planning.

Data Stewards are university employees who oversee the capture, maintenance, and dissemination of data for a particular operation(s). Data Stewards are appointed by the respective Data Administrator. Data Stewards include designated individuals from areas such as:

- ~~Budget Finance Office~~ Business Services
- ~~Provost´s Office~~Office of the Provost
- Career Development Center
- Human Resources
- Institutional Analytics and Planning
- Information ~~and~~ Technology Services
- Student Success
- ~~Institutional Research, Planning and Assessment~~
- ~~Registrar's Office~~Registration and Academic Records
- Student Financial Services

- /Financial Aid and Scholarships,
- Undergraduate Admissions
- and Graduate Admissions.
- University Advancement

Data Reporters are employees whose job responsibilities require them to access, manipulate, and analyze University data in order to provide official university reports and information to meet internal reporting requirements for decision-making and external reporting mandates. Data Reporters include designated individuals from areas such as:

- Finance Office Business Services
- Provost´s OfficeOffice of the Provost
- Career Development Center
- Human Resources
- Institutional Analytics and Planning
- Information and Technology Services
- Student Success
- Registrar's Office
- Registration and Academic Records
- Student Financial Services
- /Financial Aid and Scholarships
- Undergraduate andAdmissions
- Graduate Admissions
- University Advancement

Institutional Research, Planning and Assessment, Human Resources, Student Financial Services, Budget Office, and the Registrar's Office.

Data Users are individuals who access university data in order to perform their assigned duties or to fulfill their roles in the University community. Data Users are responsible for protecting their access privileges and for proper use of the University data accessed.

Data Custodians are responsible for ensuring that data systems and controls conform to data security and privacy requirements as set forth by University or Minnesota State board policy as well as state and federal laws and regulations. Data Custodians are frequently Information and Technology Services staff.

The **Data Governance Leadership Team** is made up of a selection of individuals drawn from the Data Administrators/Data Owners and Data Stewards groups. The team meets on an as-needed basis to evaluate data use requests and scenarios that bring up previously unanswered questions of alignment to applicable data laws and policies, and to make interim adjustments to this University policy and procedure as required between cycles of review of this policy using standard review processes, including expedited review.

The **Data Governance Work Group** provides recommendations for University data governance activities within the institutional effectiveness charge of the Assessment and Evaluation Sub-Meet and Confer. In particular, the Work Group is responsible for:
- Identifying University data elements that are key assets for strategic and operational decision-making;
- Establishing common University data definitions and data dictionary;
- Ensuring University data represents the information intended and can be easily integrated across information systems/sources (data integrity and integration); and
- Establishing University data manipulation, modification, and reporting standards.

Members of the Data Governance Work Group are highly experienced Data Users, Data Stewards, Data Reporters, and Data Custodians that can provide critical strategic and operational guidance and feedback. Membership includes Assessment and Evaluation Sub-Meet and Confer designated representatives and Data Administrator designated representatives from each University Division and Academic College. The Assistant Vice President for Institutional Research, Planning, and Assessment (or Provost and Senior Vice President for Academic Affairs designee) will serve as Chair of the Work Group.

Data Steward Administration Standards

Data administration standards are the responsibility of the Data Steward for a particular functional area. Responsibilities include:
- **Data Integrity, Validation, and Correction.** Data Stewards are responsible for ensuring that applications that capture and update University data incorporate edit and validation checks to protect the integrity of the data. Any Data User may question the accuracy of any data element. The Data User is responsible for helping correct the problem by supplying as much detailed information as possible about the nature of the problem. Upon written identification and notification of erroneous data, corrective measures are taken to:
  - Correct the cause of the erroneous data;
  - Correct the data in the official active storage location; and
  - Notify users who have received or accessed erroneous data.
- **Data Collection and Maintenance.** Data Stewards are responsible for complete, accurate, valid, and timely data collection. Operational responsibility for data collection and maintenance may be delegated to appropriate technical experts. Delegation of data collection and maintenance responsibility is encouraged in order to ensure that electronic data are efficiently updated at or near the data source or creation point.
- **Data Extracts and Reporting.** Data Stewards are responsible for specifying guidelines regarding the manipulation, modification, or reporting of University data elements in alignment with the standards established by the Data Governance Work Groupthis policy. All derived elements must be in compliance with Family Educational Rights and Privacy Act (FERPA), Minnesota Government Data Practices Act (MGDPA), Integrated Post-Secondary Education

Data Systems (IPEDS), MnSCU Board Policies and Procedures.

- **Data Dissemination.** Data Reporters and Stewards are responsible for proper dissemination of University data extracted and reported; Data Users are accountable for their own use of data for internal reporting, and must comply with FERPA, MGDPA, and Minnesota State System Office Suppression Methodology. All sets of data extracted or reported should include a notation or display of the data source and the time/date extracted.
- **Data Archiving.** Data Stewards are responsible for defining the criteria for archiving data to satisfy data retention requirements. Data Stewards work with Information and Technology Services (or Data Custodian) to develop appropriate data archiving strategies and procedures.

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- **Data Administration Activities.** Data Stewards are responsible for the following activities in their respective functional area/s. Data Stewards may delegate these activities to others as deemed appropriate.
  - Assure data integrity, respond to data accuracy questions, and correct inconsistencies.
  - Assure data collection is complete, accurate, valid, timely, and that data are maintained as close as is possible to the source or creation point of the data.
  - Ensure that data element definitions and codes are consistent across all applications or that they conform to pre-established integration standards for code mappings and crosswalks between systems/sources, and that such codes and crosswalks meet the University data definitions and manipulation standards established by ~~the Data Governance Work Group.~~this policy.
  - Establish procedures for defining and changing data elements within operational systems in alignment with the common University data definitions established by ~~the Data Governance Work Group~~this policy.
  - Work with Information and Technology Services to determine data retention requirements and archiving strategies for storing and preserving historical data.
  - Work with Information and Technology Services to ensure Information Security and Privacy Standards and Procedures are fully upheld.

Definitions

University Data. University data is any information collected, stored, transferred or overseen by the University.

Data Ownership. Data is a university resource; individual units or departments may have stewardship responsibilities for portions of University data.

Data Dictionary. The University's official reference guide ~~established by the Data Governance Work Group~~ that documents the official University data definition for a data

element referencing the original information source of a data element, the legacy or computation information of a data element, and a narrative explanation of the data element.

University Data Definition. The definition of a data element ~~determined by the Data Governance Work Group~~ that serves as ~~o be~~ the University's official explanation and/or computation for a data element.

Experimental, Vertical, or Derivative Data Definition. A definition of a data element that may be developed as an alternative to the University data definition that provides meaningful insight for decision-making within a functional unit or work area.

Data Administration. The function of applying formal guidelines and tools to manage the University's information resource.

Security Administration. The function of specifying, implementing, and maintaining access control to assure that authorized individuals have the appropriate authorized access needed to perform assigned duties or to fulfill university roles. Responsibility for security administration activities primarily falls under the governance of Information and Technology Services as documented with the University's Information Privacy and Security policy.

System Administration. The function of maintaining and operating hardware and software platforms is termed System Administration. Responsibility for System Administration activities primarily falls under the governance of Information and Technology Services as documented with the University's Information Privacy and Security policy.

Rationale

This policy establishes data administration standards and identifies the shared responsibilities for assuring that data in use throughout the University have integrity, and efficiently and effectively serve the needs of Minnesota State University, Mankato. In particular:
- To establish a single "source of truth" with consistent and well-defined data definitions across the University;
- To ensure establishment, maintenance, and delivery of secure, consistent, reliable, and accessible collections of university data; and
- To improve ease of access and ensure that data are sufficiently understood to enable correct and consistent interpretation.

Main changes:

- Updated language to emphasize that this local University policy is an extension of federal and state laws and Minnesota State Board policies
- Updated scope and lists of which University divisions and departments play which roles given current org chart
- Added language describing Data Governance Leadership Team, removed language describing Data Governance Work Group

Policy: University Data Governance		
Formal Review Process	Date Submitted	Date Reviewed
✓ Vice President's Recommendation		Date
✓ President's Approval		Date

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University Data Governance Procedure Review Process

- Policy Consultation Committee Review [add date]
- Informal Review [add date]
- Formal Review [add date]

Vice President's Recommendation

Signature and Date

President's Approval

Signature and Date