University Data Governance Advisory Group Charter

Updated on 03/14/2025

Purpose

The **Data Governance Advisory Group (DGAG)** formerly known as the Data Governance Steward Committee, is comprised of [Institutional Data Stewards and Data System Stewards](#) across various domain areas. DGAG supports institutional data management, ensuring data accuracy, security, and compliance while advising governance policies and fostering cross-departmental collaboration for a transparent and consistent data framework.

Scope of Responsibilities

The Data Governance Advisory Group (DGAG) serves as an advisory body to the university's Data Governance Steering Committee (DGSC), offering guidance, recommendations, and expertise on data management and governance matters. The group is responsible for providing strategic advice to ensure effective data stewardship, compliance, and management across the institution.

- **Governance Frameworks**: Recommending policies, aligning with regulations, and ensuring industry best practices.

- **Data Quality**: Supporting initiatives to maintain data integrity and developing validation and error detection standards.

- **Data Security & Privacy**: Advising on classification, access control, and protection policies.

- **Data Access & Usage**: Ensuring responsible data use through clear access guidelines and ethical practices.

- **Compliance & Risk Management**: Aligning policies with regulatory requirements (FERPA, GDPR, HIPAA) and mitigating risks.

- **Stewardship Best Practices**: Promoting transparency and collaboration among data stewards.

- **Training & Support**: Recommending educational resources to enhance governance knowledge.

- **Performance Monitoring**: Assessing governance effectiveness through key metrics and strategic recommendations.

![Kansas State University logo]

Membership

The Data Governance Advisory Group will be led by the Chairperson, the Director of Data Governance & Policy, along with a rotating Co-Chairperson representing one of the three core ERP systems.

Membership will consist exclusively of **Data Stewards**, including Institutional Data Stewards and Data System Stewards, who are responsible for the management and oversight of data within their respective departments or areas. Members will represent various organizational functions, ensuring a comprehensive understanding of the institution's data needs and challenges.

Membership Requirements:

- Individuals must be actively serving as data stewards within the organization.

- Members must have a strong understanding of data management principles, business processes, and compliance requirements.

- Members should demonstrate leadership and commitment to institutional data governance principles.

Voting Members:*(Maintained as per existing charter; any updates to membership must be formally approved by the relevant Data Custodian or the appropriate administrative authority.)*

*The following positions represent the **voting members** of the Data Governance Advisory Group*

Title	Office	Division/Department
Chair		
Director	Data Governance & Policy	Data, Assessment & Institutional Research
Data System Stewards		
VACANT	Salina Campus	Salina Campus
VACANT	Olathe Campus	Olathe Campus
Executive Director of Operations	Research	Division of Research
University Archivist	University Archives	K-State Libraries
University Records Manager	University Archives	K-State Libraries
IT Support Specialist III	Lafene Health Center	Division of Academic Success & Student Affairs

Asst. Vice President & Sr Associate Dean	Office of Student Support & Accountability	Division of Academic Success & Student Affairs
Director	Student Access Center	Division of Academic Success & Student Affairs
Assistant Director	Housing and Dining	Division of Academic Success & Student Affairs
Director	Military Affairs Resource Center (MARC)	Division of Academic Success & Student Affairs
Director	Recreation Center	Division of Academic Success & Student Affairs
Executive Director	Union	Division of Academic Success & Student Affairs
Director	Data Warehouse	Data, Assessment & Institutional Research
Director of Space Management	Space Management – Facilities	Division of Administration and Finance
Director	Business/Operations Strategy – Facilities	Division of Administration and Finance
Institutional Data Stewards		
Academic Services Coordinator	Graduate School	Graduate School
University Registrar	Office of the Registrar	Division of Enrollment Management
Director	Student Financial Assistance	Division of Enrollment Management
Associate Vice Provost & Executive Director	Office of Recruitment & Admissions	Division of Enrollment Management
Director	Payroll	Division of Administration and Finance
Director	Systems & Fund Balance	Division of Administration and Finance
Associate Vice Provost	Financial Services	Division of Administration and Finance
HR ERP System Manager	HR	Division of Administration and Finance
Director	HR – Benefits	Division of Administration and Finance

Designee Appointment Policy

To maintain data governance integrity and accountability, Data Stewards may not appoint a designee without the approval of the relevant Data Custodian.

- If a Data Steward is unable to attend a meeting and wishes to designate a substitute, approval must be obtained from the **Data Custodian or the appropriate administrative authority** overseeing the data domain.

- This policy ensures consistency, accountability, and clarity in data governance representation.

Meetings

- **Frequency**: The group will hold two meetings per semester and convene during the summer as needed, with meetings scheduled for **the third Friday of February, April, September, and the second Friday November**. Additional sessions may be arranged as necessary to address urgent matters or emerging data governance needs.

- **Agenda**: The chairperson will prepare and distribute the agenda at least 4 business days before each meeting.

- **Quorum**: A quorum for meetings will be considered if **at least five (5) or 25% of members** are present.

- **Meeting Notes**: Minutes will be recorded and distributed to all members post-meeting, highlighting action items and decisions.

Decision-Making & Voting Scope

The Advisory Group is a collaborative body committed to guiding and supporting data governance efforts through shared insights and best practices. While many decisions will be made through discussion and alignment, certain matters may require a formal vote to ensure clarity and consistency in governance practices.

- **Matters Subject to Voting:**

  o Adoption or modification of internal group procedures, membership, or meeting structures.

  o Recommendations on data governance policies, best practices, and stewardship responsibilities.

  o Adjustments to data stewardship workflows to enhance clarity and efficiency.

- **Matters Guided by Institutional Policy & Strategy:**

- o Strategic decisions related to enterprise-wide data governance initiatives that support the institution's long-term vision for data management, accessibility, and security.

- o Efforts to ensure compliance with regulatory, security, and institutional requirements **(e.g., NIST 800-53, FERPA, HIPAA).**

- o Adoption and evolution of university-wide data governance tools and platforms to enhance efficiency, transparency, and stewardship effectiveness.

- **Voting Process:**

  - o If consensus cannot be reached, a **majority vote** will decide the outcome. Each member will have one vote.

  - o A quorum must be met for a vote to take place, as defined in the charter.

- **Collaborative Decision-Making:**

  - o For topics impacting broader institutional strategies, the Advisory Group will have an opportunity to provide insights, feedback, and recommendations.

  - o If a decision extends beyond the group's scope, it may be referred to the Data Governance Steering Committee or executive leadership for final guidance.

Accountability & Reporting

DGAG provides quarterly updates to the Data Governance Steering Committee and ensures governance policies are effectively implemented across departments.

Charter Review & Amendments

The Data Governance Steering Committee reviews this charter **annually** to maintain alignment with institutional governance standards and needs. Any proposed membership updates or structural changes must be submitted by the DGAG committee Chair for approval. Amendments require a majority vote from advisory group members.

References:

- **Institutional Data Policy (PPM 3425.050 Roles and Responsibilities**

- **NIST SP 800-53**

- **FERPA**