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# **University of Texas Arlington (UTA) Data Governance Operating Procedures**

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# Data Governance Operating Procedures

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## Table of Contents

<b>1. INTRODUCTION</b>	<b>4</b>
<b>2. PURPOSE OF THIS DOCUMENT</b>	<b>4</b>
<b>3. EXECUTIVE STEERING COMMITTEE</b>	<b>5</b>
MEETING FREQUENCY	5
MEETING DURATION	5
STANDING AGENDA	5
MEETING PREPARATION	5
CHAIR	5
MEMBERSHIP	5
PRIORITIZATION	5
ESCALATION	5
ANNUAL REVIEW	6
QUORUM	6
ATTENDANCE	6
VOTING	6
MEETING MINUTES	6
<b>4. DATA GOVERNANCE COUNCIL</b>	<b>6</b>
MEETING FREQUENCY	6
MEETING DURATION	6
STANDING AGENDA	7
MEETING PREPARATION	7
CHAIR	7
MEMBERSHIP	7
ESCALATION	7
ANNUAL REVIEW	7
QUORUM	7
ATTENDANCE	7
VOTING	8
MEETING MINUTES	8
INTAKE	8
<b>5. DATA STEWARDS</b>	<b>8</b>
MEETING TIMING	8
DURATION	8
STANDING AGENDA	8
CHAIR/CHIEF DATA STEWARD	9
MEMBERSHIP	9
ESCALATION	9
QUORUM	9
ATTENDANCE	9
VOTING	9
MEETING MINUTES	9
INTAKE	9
<b>6. DATA GOVERNANCE OFFICE</b>	<b>10</b>

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# Data Governance Operating Procedures

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PROGRAM MANAGEMENT .....	10
COMMUNICATIONS .....	10
SUPPORT DATA GOVERNANCE DECISION MAKING BODIES .....	10
ANNUAL REVIEW .....	10
<b>7. DOCUMENT HISTORY.....</b>	<b>10</b>
REVISION HISTORY .....	10

# Data Governance Operating Procedures

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## 1. Introduction

The establishment of the Data Governance program at UTA will result in a sustainable and efficient set of controls, data standards and data policies for UTA. These can then be applied and repeated over time as each area is brought within the domain of Data Governance in a measured and controlled manner. Several artifacts will be created to support the Data Governance program. The Operating Procedures is a key artifact supporting the ongoing operation of the Data Governance program.

## 2. Purpose of this Document

The purpose of this document is to outline the operating procedures for the Data Governance program at UTA. The decision making bodies and organizational structure established to provide oversight and direction for Data Governance at UTA are:

- Executive Steering Committee
- Data Governance Council
- Data Stewards
- Data Governance Office

This document provides guidelines on how the various decision making bodies will operate within the Data Governance program. It describes how decisions are made, and how the Data Governance process will work at UTA.

# Data Governance Operating Procedures

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## 3. Executive Steering Committee

### Meeting Frequency

Quarterly or as needed

### Meeting Duration

60 minutes

### Standing Agenda

- Approve minutes from last meeting
- Tabled items from last meeting
- Data Governance status report (DG progress, metadata & data quality progress)
- Data issues review (status of issues, review & prioritize new issues)
- New requests (policy, procedure, standard, waiver)
- Set next meeting date

### Meeting Preparation

The Data Governance Office is responsible to distribute materials to the Executive Steering Committee three days before the meeting.

### Chair

Appointed by Executive Steering Committee; rotate annually

### Membership

The Committee membership is reviewed annually.

### Prioritization

Annually, the Executive Steering Committee is responsible for adding data management objectives to the Data Governance Road Map.

### Escalation

The Executive Steering Committee should resolve issues forwarded from the Data Governance Council.

# Data Governance Operating Procedures

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## Annual Review

On an annual basis, the Data Governance Office prepares an executive level report to the Executive Steering Committee on the state of the Data Governance program, major accomplishments, and future vision for the coming year.

## Quorum

80% of the members present

## Attendance

In person and no delegates (TBD)

## Voting

A simple majority of the voting members in attendance is required for all decision approvals. A tie is not a simple majority and the vote fails. A motion to reconsider any voting outcome can be made for any vote. If the motion passes the voting issue can be sent back to the Data Governance Council for further investigation and information gathering. If there is a passed motion a second vote by the Executive Steering Committee will always take place at the next meeting.

## Meeting Minutes

- Meeting minutes will be captured and published within two days of the meeting.
- Minutes will include major discussion points and resulting decisions.
- Minutes will be captured and published by the Data Governance Office.

## **4. Data Governance Council**

### Meeting Frequency

- Monthly or as needed

### Meeting Duration

- 60 minutes

# Data Governance Operating Procedures

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## Standing Agenda

- Approve minutes from last meeting
- Tabled items from last meeting
- Data Governance status report (DG progress, metadata & data quality progress)
- Data issues review (status of issues, review & prioritize new issues)
- New requests (policy, procedure, standard, data steward assignments)
- Set next meeting date

## Meeting Preparation

The Data Governance Office is responsible to distribute the agenda and any background materials to the Council members three days before the meeting.

## Chair

Appointed by Data Governance Council members; rotates annually

## Membership

The Council membership is reviewed annually.

## Escalation

In cases where the Data Governance Council is unable to reach a decision, the issue under consideration will be escalated to the Executive Steering Committee for resolution.

## Annual Review

On an annual basis, the Data Governance Office prepares a report for the Data Governance Council about the state of the Data Governance program, major accomplishments, and future vision for the coming year.

## Quorum

80% of the members present

## Attendance

In person and no delegates (TBD)

# Data Governance Operating Procedures

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## Voting

A simple majority of the voting members in attendance is required for all decision approvals. If one of the Council member's wishes to appeal a vote for a motion to reconsider can be made. If the motion passes the voting issue can have further investigation and information gathering. A second vote will be held by the Data Governance Council at the next meeting.

A motion to reconsider by the Executive Steering Committee can also be made for any vote and if passed the issue will be escalated to the Executive Steering Committee for their review.

## Meeting Minutes

- Meeting minutes will be captured and published within two days of the meeting.
- Minutes will include major discussion points and resulting decisions.
- Minutes will be captured and published by the Data Governance Office.

## Intake

See Data Issue Intake Work Flow

## **5. Data Stewards**

### Meeting Timing

Monthly or weekly as needed

### Duration

60 minutes

### Standing Agenda

- Approve minutes from last meeting
- Tabled items from last meeting
- Issues review (definitions on metadata, data quality)
- Data quality review
- Data quality status reports
- Set next meeting date



# Data Governance Operating Procedures

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## Chair/Chief Data Steward

The Chief Data Steward is appointed by its respective Council members; rotates annually.

## Membership

The Data Stewards are reviewed annually by their respective Council members.

## Escalation

In cases where the Data Stewards are unable to reach a decision, the issue under consideration will be escalated to the appropriate Council for resolution.

## Quorum

80% of the members present

## Attendance

In person and no delegates

## Voting

A simple majority of the voting members in attendance is required for all decision approvals.

Formal rules of order are not applicable to Data Stewardship meetings.

## Meeting Minutes

- Meeting minutes will be captured and published within two days of the meeting.
- Minutes will include major discussion points and resulting decisions.
- Minutes will be captured and published by the Chairperson/Chief Data Steward.

## Intake

The Data Steward is a primary point of contact for users wishing to submit data related issues to the Council for review. The Data Steward will assist users in documenting the issue, potential impacts, and the possible solutions.

# Data Governance Operating Procedures

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## 6. Data Governance Office

### Program Management

- Report program metrics
- Track action items, decisions, risks, issues from the Executive Committee and the Data Governance Council
- Measure attendance in meetings
- Maintain Data Governance Program Roadmap

### Communications

- Publish reports
- Plan education needs
- Maintain web-portal as appropriate
- Distribute agenda and meeting minutes

### Support Data Governance Decision Making Bodies

- Agenda preparation
- Meeting facilitation
- Capture minutes
- Collaborate with the Data Stewards

### Annual Review

On an annual basis, the Data Governance Office will conduct an overall assessment of the program. This review will include: overall Data Governance metrics, processes, tools, training needs, staffing needs, and areas needing improvement for the coming year.

## 7. Document History

### Revision History

Version Number	Revision Date	Summary of Changes
1.0	Nov 2016	