

December 1, 2023

***Sent Via Email***

**Interim Data Governance Board (IDGB)**

Meghan Hazen, Registrar, Office of the Registrar, *Chair*

Amy Edwards, Associate Provost and Director, Division of Management Information

Beth Hoag, Director for Assessment and Planning, Student Affairs

Michelle Rome, Associate Director for Information and Data Services, ATLAS

Collin Ruud, Associate Director of Data Strategy and Analytics, Gies College of Business

Phil Reiter, Associate Director of Privacy, Tech Services

TBD, Student Representative designated by Illinois Student Council

Dear Colleagues,

Thank you for your willingness to serve in the Interim Data Governance Board (IDGB), which was approved to move forward by the Operational Excellence Steering Committee in September 2023.

The IDGB has an indefinite service length and will stay in place until the Operational Excellence Steering Committee approves a permanent and comprehensive data governance structure. Should you be unable to fulfil your duties as a board member at a later date, I ask that you recommend a suitable replacement to the Board.

We have created the Interim Board with decision-making authority relating specifically to *the release and use of student-focused data*. IDGB's role does not extend to the creation of policy and should focus on the interpretation of existing policy and decision-making around data requests where policy is unclear or does not exist. Specifically, the IDGB's scope and charge is as follows:

- The involvement of the IDGB will occur when preexisting policies around data sharing do not apply to data-reporting entities (data owners and stewards), such as when: data policies have not yet been developed around the requested data type; the data request represents a strategic request; and other exceptional cases where additional authority is requested.
- The IDGB will draft a process of documenting decisions and justifications, as well as sharing those with administrative stakeholders and other stakeholders in a timely manner. Due diligence must be pursued to engage with appropriate administrative stakeholders, data owners/stewards, and subject matter experts to ensure appropriate input on decisions.
- The IDGB should initially meet monthly for non-urgent items, and on an as-needed basis for ad-hoc and high-priority requests as determined by the chair. Meeting frequency is subject to change based on the volume and nature of requests.
- The IDGB will review each data request and determine who needs to be involved in the decision-making process. Given that data are distributed across campus, this approach will ensure that data stewards are consulted, informed of the opportunity, and able to support the decision if escalations arise. Decisions and supporting material will be documented for future reference.

- Decisions from the Interim Board shall be made using a consensus model. Since the requests during the interim period are exceptional and may consist of high-sensitivity requests, the Board should agree on the appropriateness of data to be shared to the requestor under interpretation of existing policy before agreeing on release of the data.
- The IDGB is further tasked with coordinating the collection of historical information around data requests and to assist in the establishment of a data request logging/inventory system in consultation with the Data Governance Task Force and Data Advisory Governance Committee. This work can be done during monthly meetings.

If additional responsibilities, scope, or authority are granted to the IDGB, an addendum will be added to this charge letter.

Thank you again for your service in advancing the University of Illinois Urbana-Champaign's efforts in the areas of data use and data governance.

Sincerely,



John Coleman  
Vice Chancellor for Academic Affairs and Provost