

Role	Membership	Authority	Meetings	Data Governance Website	Data Ethics
Data Governance Office	Director and staff	<ul style="list-style-type: none"> ➤ Facilitate processes ➤ Monitor progress 	<ul style="list-style-type: none"> ➤ Coordinate meeting logistics ➤ Facilitate quarterly and bi-monthly meetings ➤ Prepare meeting, agenda, documents and notes 	<ul style="list-style-type: none"> ➤ Manage website ➤ Post and remove documents ➤ Maintain issues log ➤ Monitor voting and reports results 	<ul style="list-style-type: none"> ➤ Promote data ethics certification and maintain log of certificates ➤ Provide trainings, support materials and technical assistance ➤ Achieve certification and model ethical use of data
Data Executive Committee	Superintendent, Deputy Superintendent, Assistant Superintendents, Complex Area Superintendents, CSAO Executive Director, and AG; Committee composition dependent on issue under consideration.	<ul style="list-style-type: none"> ➤ Identify and designate staff to roles (e.g., data stewards, etc.) ➤ Require and ensure participation of designated staff. 	<ul style="list-style-type: none"> ➤ Quarterly for decision-making and reporting 	<ul style="list-style-type: none"> ➤ Review documents and comments 	<ul style="list-style-type: none"> ➤ Authorize data ethics certification for all employees ➤ Encourage and incentivize participation for all employees ➤ Achieve certification and model ethical use of data
Data Stewards	Employees with decision-making authority who are held responsible for and respond to issues related to the program data category. Membership requires executive leadership approval.	<ul style="list-style-type: none"> ➤ Actively participate in data steward meetings, including decision-making process. 	<ul style="list-style-type: none"> ➤ Quarterly in person – prior to Data Executive Committee meeting ➤ Monthly conference call or webinar 	<ul style="list-style-type: none"> ➤ Post documents relevant to issues ➤ Review documents and comments ➤ Online voting by deadline 	<ul style="list-style-type: none"> ➤ Achieve certification and model ethical use of data
Data Investors	Employees - in program or IT capacities - who work directly with the data to collect, use or report the data. Open membership.	<ul style="list-style-type: none"> ➤ Identify data problems, issues, concerns. ➤ Communicate to the various groups any changes/ modifications that affect data. 	<ul style="list-style-type: none"> ➤ Bi-monthly General meeting ➤ Monthly working groups or subcommittees (frequency may vary dependent on urgency of issue) 	<ul style="list-style-type: none"> ➤ Review documents and comments ➤ Submit issues for resolution 	<ul style="list-style-type: none"> ➤ Achieve certification and model ethical use of data

Role	Data Security and Privacy	Data Issue Resolution	Acquisition of Data	Validation of Data	Quality of Data
Data Governance Office	<ul style="list-style-type: none"> ➤ Provide trainings, support materials and technical assistance ➤ Annually sign the Acknowledgement of General Confidentiality Expectations ➤ View FERPA training video 	<ul style="list-style-type: none"> ➤ Coordination of data issue resolution process ➤ Maintain all documentation of issues, recommendations and resolutions 	<ul style="list-style-type: none"> ➤ Facilitate process to develop guidelines for the acquisition of data ➤ Document practices and procedures ➤ Facilitate resolution of data acquisition issues 	<ul style="list-style-type: none"> ➤ Facilitate process to develop guidelines for the validation of data ➤ Document practices and procedures ➤ Facilitate resolution of data validation issues 	<ul style="list-style-type: none"> ➤ Facilitate process to develop guidelines for the monitoring and improving the quality of data ➤ Document practices and procedures ➤ Facilitate resolution of data quality issues
Data Executive Committee	<ul style="list-style-type: none"> ➤ Encourage the use of trainings and support materials for all employees ➤ Annually sign the Acknowledgement of General Confidentiality Expectations ➤ View FERPA training video 	<ul style="list-style-type: none"> ➤ Final formal decision-making authority 	<ul style="list-style-type: none"> ➤ Approval of guidelines ➤ Require adherence to guidelines by all employees 	<ul style="list-style-type: none"> ➤ Approval of guidelines ➤ Require adherence to guidelines by all employees 	<ul style="list-style-type: none"> ➤ Approval of guidelines ➤ Require adherence to guidelines by all employees
Data Stewards	<ul style="list-style-type: none"> ➤ Participate in trainings ➤ Annually sign the Acknowledgement of General Confidentiality Expectations ➤ View FERPA training video 	<ul style="list-style-type: none"> ➤ Review options for resolution ➤ Select recommended option for Data Executive committee approval ➤ Online voting 	<ul style="list-style-type: none"> ➤ Recommend guidelines for approval ➤ Implement approved guidelines 	<ul style="list-style-type: none"> ➤ Recommend guidelines for approval ➤ Implement approved guidelines 	<ul style="list-style-type: none"> ➤ Recommend guidelines for approval ➤ Implement approved guidelines
Data Investors	<ul style="list-style-type: none"> ➤ Participate in trainings ➤ Annually sign the Acknowledgement of General Confidentiality Expectations ➤ View FERPA training video 	<ul style="list-style-type: none"> ➤ Issue identification and escalation ➤ Engage in problem-solving discussions ➤ Participate in work groups and subcommittees ➤ Propose options for resolution to Data Stewards 	<ul style="list-style-type: none"> ➤ Propose guidelines ➤ Implement approved guidelines 	<ul style="list-style-type: none"> ➤ Propose guidelines ➤ Implement approved guidelines 	<ul style="list-style-type: none"> ➤ Propose guidelines ➤ Implement approved guidelines

Role	Reporting of Data	Release of Data	Transfer of Data	Process Definitions and Maps	Retention of Records and Disposition
Data Governance Office	<ul style="list-style-type: none"> ➤ Facilitate process to develop guidelines for reporting data ➤ Document practices and procedures ➤ Facilitate resolution of data reporting issues 	<ul style="list-style-type: none"> ➤ Facilitate process to develop guidelines for releasing data ➤ Document practices and procedures ➤ Facilitate resolution of data release issues 	<ul style="list-style-type: none"> ➤ Facilitate process to develop guidelines for transferring data ➤ Document practices and procedures ➤ Facilitate resolution of data transfer issues 	<ul style="list-style-type: none"> ➤ Provide forms, support materials and technical assistance ➤ Maintain document library of up-to-date process definitions and maps 	<ul style="list-style-type: none"> ➤ Update guidelines for retention of records ➤ Document practices and procedures ➤ Facilitate resolution of retention of records issues
Data Executive Committee	<ul style="list-style-type: none"> ➤ Approval of guidelines ➤ Require adherence to guidelines by all employees 	<ul style="list-style-type: none"> ➤ Approval of guidelines ➤ Require adherence to guidelines by all employees 	<ul style="list-style-type: none"> ➤ Approval of guidelines ➤ Require adherence to guidelines by all employees 	<ul style="list-style-type: none"> ➤ Require documentation of major functions in process definitions and maps ➤ Identify processes for improvement 	<ul style="list-style-type: none"> ➤ Approval of guidelines ➤ Require adherence to guidelines by all employees
Data Stewards	<ul style="list-style-type: none"> ➤ Recommend guidelines for approval ➤ Implement approved guidelines 	<ul style="list-style-type: none"> ➤ Recommend guidelines for approval ➤ Implement approved guidelines 	<ul style="list-style-type: none"> ➤ Recommend guidelines for approval ➤ Implement approved guidelines 	<ul style="list-style-type: none"> ➤ Document major functions in process definitions and maps ➤ Update process definitions and maps regularly ➤ Develop and implement process improvement plans 	<ul style="list-style-type: none"> ➤ Recommend guidelines for approval ➤ Implement approved guidelines
Data Investors	<ul style="list-style-type: none"> ➤ Propose guidelines ➤ Implement approved guidelines 	<ul style="list-style-type: none"> ➤ Propose guidelines ➤ Implement approved guidelines 	<ul style="list-style-type: none"> ➤ Propose guidelines ➤ Implement approved guidelines 	<ul style="list-style-type: none"> ➤ Provide input on process definitions and maps ➤ Implement process improvement plans 	<ul style="list-style-type: none"> ➤ Propose guidelines ➤ Implement approved guidelines
Role	Data and Research Requests				

Data Governance Office	<ul style="list-style-type: none"> ➤ Single point of entry ➤ Initial review of requests and redirect to appropriate data office ➤ Documentation and tracking of the work flow process including final product ➤ Seek data steward review and feedback
Data Executive Committee	<ul style="list-style-type: none"> ➤ Final decisions on MOUs, ➤ Final decisions on guidelines and procedures for data and research requests
Data Stewards	<ul style="list-style-type: none"> ➤ Refer requests to single point of entry ➤ Review requests when designated in the work flow and approve/deny request ➤ Provide data for approved requests and/or designate staff to provide data, as approved by data steward
Data Investors	<ul style="list-style-type: none"> ➤ Refer requests to single point of entry ➤ Review requests when designated by their data steward ➤ Provide data for approved requests, as assigned/ designated by data steward