University of Pittsburgh
ITAC Data Governance Subcommittee Charter

I. Preamble

This Charter establishes the Information Technology Advisory Committee’s Data Governance Subcommittee (DGS). It is authorized by the CIO and will serve at the CIO’s discretion. This Charter outlines the purpose, relevant background, scope, responsibilities, composition, and operations of the Subcommittee.

II. Background and Purpose

Institutional data is a critical University asset and consists of all data, excluding research data generated as work product, that is created, stored, sent, or received by any and all members of the University community. The amount of institutional data is expanding rapidly, and its potential value is increasing as new systems and technologies come into use. The University has set goals for institutional data, yet existing policies and procedures provide insufficient guidance on how the University can accomplish these goals in a responsible, compliant, and ethical manner. These goals include:

1. Unlocking the potential of institutional data;
2. Supporting innovation in the use of institutional data in education, research, and operations;
3. Making institutional data broadly available to all who need it; and
4. Advancing a culture of data-informed decision making.

The DGS will help achieve these goals by providing ITAC, the Office of the CIO, the Office of Policy Development and Management, the Office of Compliance, Investigations & Ethics, the University’s Privacy Officer and other key University units with expert advice and counsel on any and all matters related to the management, security and governance of enterprise data and related systems, to include identifying the need for new or revised policies, procedures, and controls for institutional data as well as best practices to protect individual privacy.

III. Guiding Principles

In performing its work, the DGS will recognize that institutional data is stored and maintained throughout the University. The DGS will also recognize that institutional data is accessed for a variety of purposes and may involve the access and review of email correspondence and other data. The policies, procedures, and access review mechanisms must reflect the distributed nature of institutional data and yet treat it as a collective whole. The policies, procedures, and access review mechanisms must also provide transparency to the University community regarding how data is collected, maintained, and accessed. At the same time, the DGS will help the University community understand that even though some collections of institutional data are maintained by a specific department and access is granted by a representative of that department, the data set is
actually owned by the University, which has the right and responsibility to provide effective governance.

IV. Responsibilities

The DGS will provide recommendations to the ITAC and the CIO concerning policy development, processes, and decisions to create the necessary governance framework to manage institutional data. This includes:

- Assessment of University-wide data management policies, standards, guidelines and operating procedures related to enterprise data.
- Examining whether the roles and responsibilities for those who manage institutional data are clearly defined.
- Working with the Office of Policy Development and Management to establish clear and effective policies and procedures to ensure appropriate data sourcing, management, access, and use of institutional data along with standards to ensure data quality and integrity.
- Fostering communication and knowledge sharing regarding best practices for institutional data, particularly among University leaders and data stewards.
- Guiding the development of a data catalog and data dictionary to help people discover relevant data sources for their work and make available standardized, official definitions of metrics and data elements.
- Coordinating compliance requirements related to laws and regulations that have information management implications and impact a duty upon the University.
- Facilitating better quality communication and collaboration related to data use, management, and expectations.
- Facilitating widespread and appropriate use of institutional data.
- Ensuring that privacy controls are aligned with policies and practices.
- Consideration of retention, archival, and disposal requirements and ensure compliance with University policy and regulations. In performing this duty, the DGS will recognize that institutional data is stored and maintained throughout the University. The policies, procedures, and access review mechanisms must reflect the distributed nature of institutional data and yet treat it as a collective whole. At the same time, the DGS will help the University community understand that even though some collections of institutional data are maintained by a specific department and access is granted by a representative of that department, the data set is actually owned by the University, which has the right and responsibility to provide effective governance.
V. Composition

The DGS will be chaired by Michael Madison, School of Law, and will initially include the following members:

- Melissa Schild, Administrator, CFO
- Jason Killmeyer, Administrator, OHR
- Jennifer Woodward, Administrator, SVC Research
- Da Yang, Faculty, School of Pharmacy
- Andi Saptono, Faculty, School of Health and Rehabilitation Sciences
- Angie Zack, Faculty, Health Sciences Library System
- Jonathan Silverstein, Faculty, Informatics and Health Sciences
- Carolyn Hoyt, Administrator, VC Advancement Services
- Steve Wisniewski, Vice Provost, Office of the Provost
- Victoria Chuah, Student Government
- Fiona Seels, Staff, School of Education (Staff Council Rep)
- Lisa Parker, Faculty, Center for Bioethics and Health Law
- James Baldwin, Administrator, Bradford Campus
- Laurel Gift, Administrator, Office of Compliance and Investigations
- Tony Graham, Policy Office Liaison
- Chad Burton, Senior Staff, Pitt IT
- President of the University Senate (or designee)
- Michael Spring, Chair of the Senate Computing and Information Technology Committee
- Two faculty members (appointed by the President of the University Senate)

VI. Operations

The Committee will meet quarterly, or more frequently as circumstances dictate. The ITAC and the CIO may ask for status reports from the Committee’s chair.

VII. Amendment and Termination

Any amendments to this Charter must receive the approval of the ITAC and the CIO or designee.

For the purpose of determining the most effective process by which the University manages its institutional data, this Committee will be re-evaluated within one year after the date of this Charter’s approval unless otherwise directed by the CIO.

This Charter was approved by the CIO on ____________.

[Signature]