

## **Data Standards Committee**

### **I. Charge**

The Data Standards Committee shall advise the Administrative Systems and Banner Advisory Committee regarding the collection, maintenance, and utilization of administrative information along with related systems, procedures, and policies. The Data Standards Committee shall be responsible for recommending Data Standards modifications to the Administrative Systems and Banner Advisory Committee. Upon receiving approval, the Data Standards Committee will maintain the Data Standards manual. The Data Standards Committee may approve and make changes of a non-substantive nature to the Data Standards Manual. For example, grammatical changes, changes providing clarity, or other informative additions or deletions that do not modify the core specifics or meaning of a standard or standards.

### **II. Function**

1. The Data Standards Committee shall receive suggestions, recommendations, inquiries, and proposals regarding the standardization of data from the Administrative Systems and Banner Advisory Committee, faculty, staff, administrators and governance groups from within the campus community.
2. The Data Standards Committee shall discuss data issues and establish guidance on the standardization of data.
3. It shall be the function of the committee to decide if proposals received should be considered, amended, accepted or rejected.
4. The committee shall set and document standards for cross-divisional data maintained in Banner and other major enterprise systems. These standards should be approved by the Administrative Systems and Banner Advisory Committee.
5. On occasion, the Data Standards Committee may be specifically requested to research and consider particular information technology matters and report its finding to the Administrative Systems and Banner Advisory Committee.
6. In the performance of its duties, the Data Standards Committee shall have the option of soliciting information and assistance from such campus offices or groups as may be appropriate. The Committee may commission necessary subcommittees in order to complete its charge.
7. The Data Standards Committee is an advisory group, not a policy making body. The Data Standards Committee shall present recommendations and findings to the Administrative Systems and Banner Advisory Committee. The Data Standards Committee shall maintain meeting minutes, and post approved minutes to the Committee Website. The Chair of the Data Standards Committee shall attend and provide a Committee Report at each Administrative Systems and Banner Advisory Committee.

### **III. Membership**

1. Director of Data Management
2. One representative from each division (Academic Affairs, Campus and Administrative Services, Office of the President, Student Affairs and University Advancement,)

3. Library representative
4. Institutional Research representative

#### **IV. Chair**

The Data Standards Committee shall select its chair from the committee membership by a majority vote. The chair shall serve a one-year term and shall be eligible for re-election with no term limit. The chair shall convene all meetings, set the agenda, cast a vote on all motions, and arrange the taking and reporting of minutes. No less than one committee meeting shall be convened each calendar quarter.

#### **V. Terms**

Member terms shall be one year with no term limit.

#### **VI. Meeting Times**

Meeting times will be established by the committee to accommodate the schedules, including class schedules, of as many members as possible.