TN Department of
Finance &
Administration

Strategic
Technology Solutions

STS Data Governance Committee Charter

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PURPOSE

The State views data governance as a fundamental component of doing business and is committed to stewarding data, protecting information assets, and guiding Departments on maintaining their information so that self-serve quality data is available for operations and analytics. The Strategic Technology Solutions (STS) CIO on behalf of the State has identified the need to build a cross domain, interdisciplinary committee inclusive of information technology and business to address data governance and standards in a holistic way. This charter establishes the STS Data Governance Committee, a multi-agency collaboration, whose purpose is to provide a stabilizing influence so a common understanding of the value of data as an asset is collaborated across all lines of services and to develop, maintain, and implement a common set of data guidelines and standards; to serve the State's data community. The Data Governance Committee functions as a decision-making body representative of all participating stakeholders. The Data Governance Committee is responsible for both promoting a common vision across the State, and for ensuring compliance with Tennessee's data guidelines and practices.

SCOPE

This charter applies to the Tennessee State Government's Executive Branch and its organizational units that are directly responsible for developing, deploying, or consuming data services. It describes the roles and, responsibilities for, policies, and procedures that govern the operation of the Data Governance Committee. A primary member and a delegate member from each of the agencies are invited and encouraged to attend and participate.

RESPONSIBILITIES

The Data Governance Committee is responsible for contributing to the overarching guidance concerning the policy, practice, and implementation of data governance in support of the Departments, and the State's mission and vision.

Responsibilities for Data Governance Committee members include:

- Ensuring data strategy, standards, policies and procedures are in place and reviewed regularly so high-quality data that supports objectives is available;

- Ensure the State is well positioned to exploit advances in data and analytics;
- Charter work and find resources as needed to advance improvements and understanding of data;
- Approve, prioritize and adopt work related to improvements in data quality (such as data accuracy improvements, data definitions, data roles and ownership, data policies, data quality metrics, benefits of data improvements);
- Perform business risk management actions to ensure sustainability of the data improvement efforts;
- Resolve conflicts in data definitions, values, and usage;
- Drive consistency and leverage reuse in data initiatives across the State;

- Suggest and support training and workforce development as it relates to data;
- Provide oversight, governance and management for projects relating to data;
- Deliver enterprise communications regarding awareness and direction about data;
- Assist in the establishment of data quality and data maturity metrics;
- Establish and use a change control process for data policies, processes and standards;
- Approval of data guidelines
- Appoint and charter Data Governance workgroups to assist with development of procedures, practice and standards;
- Annually review this Data Governance Committee Charter and data policies, processes and standards.

ORGANIZATION

Sponsors

The Sponsors of the Data Governance Committee will act as champions for the effort and express their support through communications and application of resources and priority. They may be called upon when consensus cannot be met by the Data Governance Committee or as a form of escalation.

Members

The Committee Members of the Data Governance Committee represent the Departments, Divisions, Offices, and Programs across the State as well as key STS personnel. Additional members may be added with a vote by the Data Governance Committee. Committee Members will commit to a 1-year term if possible and will have the option to recommend a replacement and rotate off after a year.

The Data Governance Committee will include all organizations that collect, store, use, or exchange data to support an operational or mission requirement. Others may be invited to support the data

governance efforts by providing their expertise in specific areas. These may include support staff, meeting facilitators, advisors, subject matter experts, and liaisons to other relevant industry or technology organizations.

Most Data Governance decisions are anticipated to be reached by consensus; however, if consensus is unable to be reached, Data Governance Committee members will cast a vote. Data Governance members serve as representatives of their respective Department, Division, Office, or Program; however, they are charged with ensuring that the best interests of the State overall are served by their decisions. If an organization is not represented by one of the members shown in Appendix A, they may contact any committee member to obtain sponsorship or representation on the Data Governance Committee.

Chairperson

The Chairperson will preside over meetings and act as lead spokesperson for the Data Governance Committee between meetings. The Chairperson is responsible for drafting each meeting's agenda and sharing it at least seven days prior to the start of a meeting. They are responsible for keeping order and being fair and impartial throughout the decision-making process.

Secretary

The Secretary will commit to documenting the meeting decisions and discourse and will be sharing each meeting's minutes at least seven days prior to the start of the next meeting. The Secretary will be responsible for maintaining an up-to-date list of all members, notifying members of their election/appointment to sub-committee offices and providing them with documentation of their roles and responsibilities, casting of votes, and meeting minutes. The Secretary will be responsible for receiving requests for new membership, sponsorship, or representation. In the event the Secretary is unable to be present for a meeting, they may designate someone to serve in this capacity for that meeting.

Advisors and Subject Matter Experts (SMEs)

The advisors and subject matter experts from across the Enterprise will be invited to participate in the regular meetings of the Data Governance Committee. It is critical that they participate, providing their expertise to the sub-committee so well-informed decisions can be made. These advisors and subject matter experts as well as others from across the State's departments will be invited to participate in the focus group as the needs arise to work outside the committee to research and make recommendations on topics.

POLICIES AND PROCEDURES

Meetings

Data Governance Committee meetings and decision-making shall be presided over by the chairperson or by another appointed representative of the Data Governance Committee.

Meetings of the Data Governance Committee shall be announced with adequate time for arrangements and preparation. Background material and a final agenda shall be circulated in advance. Agendas will specify when a vote is scheduled and supporting information will be circulated at least a week before a vote is to be taken, whether at a face-to-face meeting or by electronic means.

Data Governance Committee meetings are normally scheduled for at least an hour on a monthly basis. Due to the responsibility of developing standards, and the review and approval of requests for service development, the committee may meet more often initially to expedite its response.

An action item log shall be maintained and reviewed at each meeting. Key decisions and next steps of meetings shall be distributed to the Data Governance Committee members for comment and revised accordingly.

Standing Meeting Agenda

- Introductions/Agenda
- Minutes and action from last meeting
- Data Management Current Backlog & Prioritization of Work
- Key concept/progress/successes/issues
- Next Steps

Decision Making

Consensus is a core value of the Data Governance Committee. To promote consensus, the Data Governance Committee process requires the Chairperson to ensure that the group considers all legitimate views, proposals, and objections, and endeavors to reconcile them. When unanimity is not possible, the Data Governance Committee strives to make decisions that are supported by the available evidence, and then to submit the issue to vote.

A two thirds majority vote from all voting members is required for a final decision with regards to changes to amend Charter or Governance Plan regardless of the voting method; all other votes can be

passed by a simple majority (51%) of the quorum which is 2/3 of the committee. The Data Governance Committee may reach a decision by face-to-face meetings, teleconference, electronic communication, or any combination of the above.

Member Selection

When one or more seats become open on the Data Governance Committee, the Chairperson will launch a call for candidates from the organizations that have vacant positions. The Chairperson shall be authorized to recognize membership.

If an organization is not represented by one of the members shown in Appendix A, they can contact any committee member to obtain sponsorship or representation on the Data Governance Committee.

Attendance

Every member must make a concerted effort to attend all meetings (face to face meetings and teleconferences). Missing three out of four consecutive meetings is grounds for a vote to remove membership from the Data Governance Committee. The Chairperson shall have power to declare the position of a Member to be vacant in the event such Member or proxy is absent from three (3) consecutive meetings.

Openness & Confidentiality

Data Governance Committee meetings are open to outside attendance. The Chairperson may, upon informing the members, exclude invited participants and liaisons from discussion as required by the personnel, legal, or financial nature of the matter.

FOCUS GROUPS

The Data Governance Committee may delegate some of its responsibilities to certain focus groups to assist with continuing long-term activities or detailed analysis and planning prior to a decision making of the Data Governance Committee, such as development of policies, procedures, guidelines, standards, and recommendations to STS for funding.

Focus Group Members

The Chair of each focus group shall be appointed by the Data Governance Committee from among its membership. The Chair's appointment shall be for a six-month term and the individual can be

reappointed for consecutive terms by the Data Governance Committee. Other participants in the workgroup should be selected from subject matter experts across the State Enterprise.

Responsibilities of Focus Groups

Focus groups will be required to:

- Invite all interested parties to join;
- Submit a list of deliverables and their target dates to the Data Governance Committee;
- Make regular progress reports to the Data Governance Committee (these may be informal);
- Ensure that decisions and recommendations are accompanied by explanation that will support that consensus within the Data Governance Committee.

It is recognized that some individuals will join a Focus Group in order to follow, rather than participate in, discussions. This is acceptable, although workgroup members are encouraged to share their expertise with the community through active participation.