# **Data and Information Management Council Charter**

# **Approval date: March 10, 2022**

# **Purpose**

In support of VCU’s mission and strategic goals, it is imperative that the Data and Information Management Council (DIMC) be created to implement the following goals:

1. Establish data as a trusted institutional asset to further VCU’s mission to advance knowledge and student success.
2. Institute and manage, policies, processes, structures and definitions that support effective decision-support, university-wide collaboration and operational efficiency.
3. Improve the security, integration, accessibility, quality, transparency, and consistency of data across the institution.

**DIMC Structure**

DIMC as a council is made up of a steering committee and task groups.

Steering Committee

# DIMC will be directed by a Steering Committee who are granted the authority to make decisions on all aspects of institutional data and information management. The Steering Committee is accountable to the President, the Board of Visitors, and the President’s Cabinet. The Steering Committee will serve with this authority while balancing the shared governance principles. They will set strategy and oversee data and information management program initiatives. This includes but is not limited to the creation of new data management processes, policies, and standards; changes to existing data management processes, policies, and standards; resolution of any data issues; and change management.

# Co-chairs

# The DIMC steering committee will include two co-chairs specifically from senior leadership in Institutional Research and Information Technology areas. The co-chairs will hold each other accountable to the smooth functioning of DIMC and progress toward stated goals. The co-chairs will minimally provide a yearly update report to university’s executive leadership and the Board of Visitors Audit Integrity and Compliance group that reviews the program’s progress for the current academic year, and sets priority initiatives for the coming academic year.

Task Groups

DIMC also consists of task groups who are appointed by the Steering Committee in collaboration with respective area leaders to carry out specific initiatives. The Steering Committee will create task groups as needed to implement the program initiatives which meet the purpose and goals identified in this charter.

* Task groups will meet on a short term basis for a time span required to successfully complete the assigned initiative
* Task groups membership will be approved by the supervisor of the appropriate unit
* Task group recommendations are anticipated to influence day-to-day operations of academic and business units, IT Technology Services and distributed IT unit, but not necessarily to be directly carried out by the council. DIMC is not responsible in any way for ensuring the required resources (budget) or direction of departmental staff in order to enact recommendations.

 Advisory Group

DIMC can appoint experts and leaders to an advisory role. These members will not have voting rights nor are required to participate in regular Steering Committee meetings. Advisory members serve as knowledge experts on domains of data to guide DIMC’s work.

All DIMC members are expected to maintain the highest degree of respect, integrity and stewardship at all times. All DIMC members are expected to take special care in making recommendations to ensure consistency with university policies, goals and values including those policies outside of their areas of expertise.

**Steering Committee Membership**

DIMC Steering Committee members reflect appointments from the President or Cabinet members**.** The steering committee members may recommend additional steering committee appointments from administrative business units, academic business units, or IT representatives who are knowledge experts in the utilization of data/information.

# In the interest of continuity, steering committee members will serve until amenable to their respective unit priorities. Replacements will be recommended by the steering committee members.

# Membership changes are considered a major decision and therefore requires approval through the standard approval process conducted at Steering Committee meetings.

# **Steering Committee Meeting**

The steering committee meetings will be scheduled by the co-chairs or designated proxies.

Approval for initiatives and any major decisions will be reached through a majority vote that seeks a minimum majority among the number of council members present in a properly called meeting where quorum (two-thirds) is present. Each voting member of the steering committee shall be entitled to one (1) vote either at the meeting or through electronic form. Proxies for voting are not permitted.