

Data Stewards Committee
Office of Information Technology
Southern Connecticut State University

A. Overview

The Data Stewards Committee assists OIT in defining ownership and standards of information utilized by University staff and faculty for reporting needs, financial and administrative needs, and educational instruction needs. It serves as a forum for addressing University's needs in acquisition, storage, retrieval, presentation, and dissemination of the information throughout its lifecycle. Members of the Committee work with OIT to recommend policies and procedures to support data integrity, security, and secure access at SCSU.

B. Charges

- Assist OIT in defining ownership of information utilized by University staff and faculty for reporting needs, financial and administrative needs, and educational instruction needs.
- Work with OIT in developing and documenting standard data definitions for information that must be shared across multiple functional units.
- Work with OIT in developing and documenting standard procedures to handle data throughout its lifecycle.
- Work with OIT to implement policies and procedures to support data integrity, security, and secure access at SCSU.
- Work with OIT to ensure the University information needs are adequately addressed and supported.
- Identify new projects that will provide opportunities to fill gaps in data management at SCSU.

D. Membership

The members of Data Stewards Committee are representatives from the following functional units:

- Chief Information Officer (Chair)
- Information Technology (Enterprise Applications)

Student Data

- Undergraduate Admissions
- School of Graduate Studies
- Registrar's Office

- Financial Aids Office
- Bursar's Office

Financial Data

- Office of Finance and Administration

Institutional Data

- Provost's Office
- Institution Research

Instructional Data

- Academic Advising
- Academic Schools & Departments

Personnel Data

- Human Resources
- Provost's Office

Alumni Data

- Alumni Relations