



# DATA GOVERNANCE

FACILITATING VALUES-CENTERED,  
DATA INFORMED DECISIONS

## Quarterly

**October 2020**

The Data Governance Program Kicked-off with a program luncheon at the beginning of the 2019-2020 school year. V.C. Kathy Cavins-Tull and Former Provost Nowell Donovan shared powerful sentiments on the importance of shared governance for the University. As TCU continues to see members of its data community moving forward in life, it is essential we document, define, and capture the processes that help lead the University to better serve its students, staff, faculty, and community. Since then, the board, committee, and governance office has hit the ground running to solve a number of issues across campus.

### Upcoming Events

#### October 2020

7<sup>th</sup> – College Liaison Meeting

21<sup>st</sup> – Data Quality Committee

21<sup>st</sup> – DG Board Meeting

#### November 2020

6<sup>th</sup> – College Liaison Meeting

18<sup>th</sup> – Data Quality Committee

18<sup>th</sup> – DG Board Meeting

### Comments from the Committee

"I serve as the data governance liaison for the School of Interdisciplinary Studies. The work is rather detailed focused, and I am pleased that we are making the records accurate for our departments and programs from clarifying CIP codes to course components. I look forward to when TCU completes the bigger task of establishing a data warehouse."

-M. Francyne Huckaby, Ph. D.  
Associate Dean, School of Interdisciplinary Studies

### Making Progress

In 2019 – 2020 Academic Year the Data Governance Board, Committees, and Office worked with colleagues across the University to accomplish several milestones, including:

- Data Governance Charter Established
- Data Governance Website Launched
- TCU Data Dictionary Established
- Data Quality Enhancements, including:
  - Classification of Instructional Program Review & Process
  - Course Component Definition Revision & Course Review

For details on a few of these milestones, please continue to page 2.

[www.tcu.edu/datagovernance](http://www.tcu.edu/datagovernance)

The Data Governance Board worked to approve the first set of business terms approved for University-wide publication in the consolidated data dictionary. The TCU Data Dictionary contains data items from our campus solutions platform, People Soft along with their business name, column name, source table, definition, and common values. The data stewards for each University area reviewed, revised, and approved the contextual definitions in the Data Dictionary. To view the most current version, please visit the [TCU Data Dictionary on Box](#). Business terms will be continuously added to the dictionary as the Data Governance program matures; be sure to check back periodically for updates.

### CIP Code Review & Process

The DG Office worked with the undergraduate and graduate councils to update each council form to include information on classification of instructional program to help assist in data quality enhancements for the university. The gathering of this data at the establishment of a new program or program change is paramount to day-to-day operations and data reporting.

#### A Word from the Board

"As the data governance liaison for the Office of Admission and member of the Data Governance Board, I am able to help foster collaboration, leading to a better understanding of how others utilize data across campus. Data is one of our most important assets; data governance ensures that our data is managed, documented, trustworthy, and secure. Our efforts over the past year have promoted stronger analytics and better business decisions to support our students and day-to-day operations."

-Kevin McDonald  
Director, Admission Systems & Analytics

### Course Component Review

The DG Office worked with Institutional Research and the Registrar's Office to assist each College with a comprehensive review of all the current course offerings, in order to ensure data quality for instructional component type. Instructional or course components are important in the calculations of class sizes for external reporting the University provides each year to governmental and non-governmental agencies, including U.S. News World Reports College Rankings.

The process for the component review started with refining the definitions for instructional components by the Data Governance College Liaison Committee. Once the definitions were refined, the current courses were sent from the registrar's office and data governance office to the college associate deans, along with the [course component definitions](#) and detailed information on the review. The associate deans then organized the review for their college. More than 2,000 unique courses were reviewed during this process, even though it was disrupted by the COVID-19 pandemic.