**Data Governance Committee  
Charter**

The Mission of the Data Stewardship Task Force is to protect the integrity of Taft College data housed in the Banner system and other systems which interface with Banner. Oversee the policies intended to ensure the quality of critical data, focusing primarily on MIS data, used for compliance reporting to external agencies.

**The Role of the Data Stewardship Task Force**

* Identify an owner for the districtwide MIS reporting process
* Develop quality review standards for the MIS reporting process
* Identify, establish, and oversee processes for data corrections at the data-entry level and background data that are based on established data definitions and standards
* Utilize an appropriate tool to capture new data elements, especially MIS/SCFF elements
* Fully centralize data integration and validation processes
* Establish and maintain a data definition dictionary and coding standards for the college’s critical external compliance and internal operations reporting requirements
* Increase consistency of methodologies and standardization in accounting for services provided to first time students with future graduation dates

**Membership of the Data Governance Committee 2021/22**

* Vice President of Information and Institutional Effectiveness (Chair)
* Senior Research Assistant of IR & Planning (Secretary)
* Academic Senate Representative
* DBA/Senior Programmer Analyst
* Director of Financial Aid and Scholarships
* Director of Admissions & Records
* Educational Equity Data Specialist
* Fiscal Services Representative
* User Support Specialist
* Vice President of Instruction or Designee
* Vice President of Student Services or Designee