Montana Office of Public Instruction
Data Governance Committee
Charter

The Montana Office of Public Instruction hereby constitutes and establishes a Data Governance Committee (Committee) with responsibility and specific duties as described below.

Purpose
The Committee will maintain business processes for data cleansing, resolving data inconsistencies, data requests, security and access, and data integration. The Committee will provide guidance on data governance policies and practices for proper management and use of data. The Committee will collectively ensure awareness of data collection and reporting requirements for all of the OPI, will review and approve all changes to the OPI data collection and reporting, and will propose new business rules as necessary. The Committee will represent the perspectives of the various agency users of education data and provide feedback to the OPI on their needs and concerns; will work with the OPI to field test modifications to data collection and reporting prior to implementation; will periodically review and provide feedback on the OPI data system documentation, training and help mechanisms, and provide information on new collections and changes.

Composition
The Committee shall be comprised of Data Owners and each have one vote on the Data Governance Committee. The teams with Data Owners are:
- Teaching and Learning
    - Career, Technical, & Adult Education Division
    - Assessment
- School Innovation and Improvement
    - Accreditation Division
    - Educator Licensure Division
    - Title III
    - Federal Programs
    - Title I School Support
    - American Indian Student Achievement
    - American Indian Education
- Student Support Services Department
    - Student Support Services
    - School Nutrition
    - Traffic Education
    - School Coordinated Health
- School Finance
- Centralized Services

In addition, the Data Governance Committee will include leads who have specific data responsibilities. These leads are also voting members who will have one vote each:
- Ed Facts Coordinator

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- Common Core of Data (CCD) Coordinator
- Student Information Systems Manager
- Data Operations Manager
- Statewide Longitudinal Data System (SLDS) Program Manager

Should any voting member request additional information regarding an issue that is being voted on, that additional information will be provided before the vote is finalized.

Responsibility

The Committee is to serve as an advisory committee to the OPI Superintendent concerning issues such as, but not limited to, restriction of release of confidential data, requirements for district participation in data collections, security within the OPI, other policies needed to protect the use of data collected by the OPI, and other responsibilities as deemed appropriate.

Meetings

The Committee is to meet monthly with additional meetings as deemed necessary. The chair may invite OPI staff or others to be present at the meetings to provide information and/or expertise regarding the issues and discussion topics of the Committee. In order for the committee to vote on an issue, a quorum must be present. A quorum shall consist of a majority of the members. Approval means there is a consensus among all the members present.

Minutes

The minutes of each Committee meeting will be prepared and posted for review to Committee members. The minutes shall include basis for approval or denial of an issue, capturing any objections or dissents in the approval process, and resolution of issues if consensus cannot be reached.

Specific Duties

- Review and update all assigned data stewards to ensure appropriate coverage for all crucial departmental data.
- Provide guidance on data governance policies and practices for proper management and use of data.
- Maintain business processes for data cleansing, resolving data inconsistencies, data requests, security and access.
- Provide tools, support, and strategies for data integration and management.
- Train division administrators on including clearly assigned responsibilities for data collection, ownership, management, and storage of data elements yearly.
- Identify data issues and establish working groups to resolve the issues when referred by the Core Data Stewards Committee.
- Approve new data collections when referred by the Core Data Stewards Committee.
- Review and approve new databases (mechanism for describing, storing, and managing discrete data elements) and applications.
- Develop, review, and approve data element (a discrete category of data, e.g., age, test score) standards.
- Approve EDfacts Submission Plan.

OFFICE OF PUBLIC INSTRUCTION
STATE OF MONTANA

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- Approve variances in agency-wide reporting calendar and data collections.
- Annually prepare an analysis of data collections for the OPI leadership that:
    - Confirms the statutory basis for all data elements.
    - Identifies duplicate data elements collected by the OPI.
    - Identifies system consolidations that reduces the reporting burden on schools.
    - Includes plans to resolve any of the above items.
    - Clarify responsibility for data governance outside of the Committee.
    - Facilitate communication between the Committee and the OPI leadership.