

Data Governance Business Case

Oklahoma State Department of Education

What is Data Governance?

Data governance is decision making regarding the effective management of data. It is the organizing framework for establishing and reviewing processes, policies, and stakeholder roles to ensure data accessibility, quality, integrity, security, and privacy are maintained within the Oklahoma State Department of Education (OSDE).

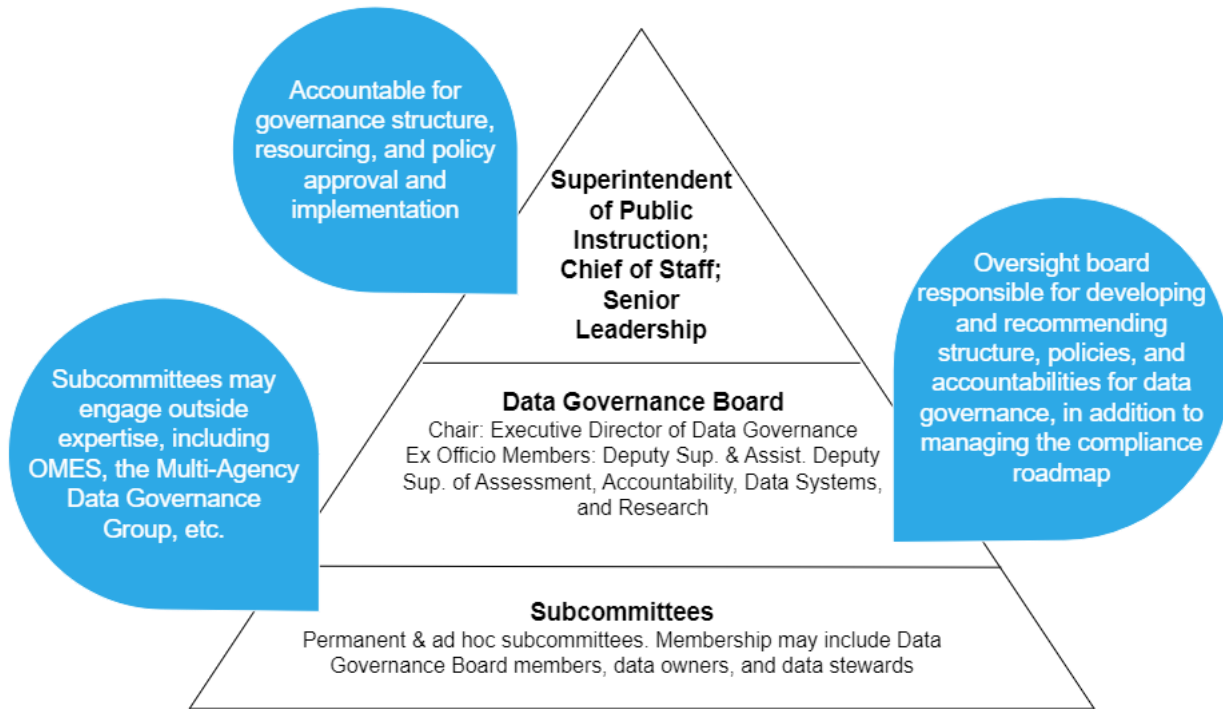
Why Do We Need Data Governance?

The OSDE is experiencing rising demand for data accessibility, transparency, and privacy, in addition to many new reporting requirements that increase the time and resources districts and the OSDE must dedicate to dutifully fulfill legal obligations. The OSDE needs data governance to:

1. Improve **data accessibility** to key stakeholders, including the OSDE staff and school districts, to guide important decision making to better serve Oklahoma students.
2. Ensure **meaningful, timely, high-quality data** are collected for required state and federal reporting.
3. Create a durable, proactive, and collaborative **agency-wide culture** that embraces data-based decision making.
4. Craft and implement policies, processes, and documentation that **appropriately secure and use educational data**, while also improving consistency and transparency in the OSDE's data, privacy, and security practices.



The Data Governance Structure



First Steps of the Data Governance Board

1. Create the data governance board (expected May 2022)
 - Identify members, create a consistent meeting schedule, and get support from the OSDE leadership
2. Establish a charter (expected May-June 2022)
 - Includes the board's vision, scope, membership, and voting rules
3. Engage data stakeholders (expected June-July 2022)
 - Gain greater understanding of the OSDE's data governance concerns and needs
4. Establish a road map (expected June-July 2022)
 - A strategy document to plan out how to do the data governance work that will take place over the year
5. Craft communications plan (expected July-August 2022)
 - Develop a plan for communicating the board's work to the rest of the agency



Expectations & Responsibilities of the Board Members

The board will meet monthly for 90 minutes. Board members are expected to be in attendance and ex officio members can optionally attend as needed.

During these meetings, board members should expect to tackle items outlined in its data governance roadmap, as well as urgent issues which must be addressed by the board.

Should urgent issues need to be addressed prior to a regularly scheduled meeting, discussion and voting may take place online.

The meetings will consist of both discussion and potential voting on proposed decisions, and members should expect to review agenda items, including proposed policies, implementation plans, or other documentation, prior to each meeting. We anticipate these materials will take approximately an hour to review each month.

The board will identify data owners and data stewards who would have primary responsibility for day-to-day implementation of the policies and procedures developed by the Data Governance Board.

Board members may be asked to sit on a subcommittee which tackles a specific, more in-depth issue the full board is interested in exploring further.

Beyond committing time to this work, board members are expected to act as champions for the data governance work and the decisions made by the board, specifically in communicating data governance work to their respective teams and divisions.

