



Revised

October 8, 2010

UW Data Management Committee

Lizabeth Wilson, Dean of University Libraries, *Chair*

Todd Mildon, AVP for Institutional Research and Data Management, Office of Planning and Budgeting, *Co-chair*

Said Asaidali, Associate Director of Software Development, UW Educational Outreach

Kirk Bailey, Chief Information Security Officer

Cara Ball, Records Analyst, Records Management Services

Bob Boiko, Senior Lecturer, Information School

Elizabeth Coveney, Associate Vice President, HR Administration and Information Systems

Carol Diem, Analyst, Office of Institutional Research and Data Management, Office of Planning and Budgeting

Nathan Dors, Technology Manager, UW Information Technology

John Drew, Director, Computing and Information, Graduate School

Walt Dryfoos, Associate Vice President, University Advancement

Virjean Edwards, Interim University Registrar

Jim Fine, Executive Director of Clinical Computing

Rhonda Forman, Assistant Vice Provost, Office of Academic Personnel

Dan Jacoby, Director of Institutional Research, UW Bothell

Jim Kresl, Director, Research Information Services, Office of Research

Kay Lewis, AVP for Student Life/Director of Financial Aid & Scholarships

Stephen Majeski, Divisional Dean of Research and Infrastructure, College of Arts and Sciences

Nancy McDonald, Director, Dean of Medicine Administration and Finance

Dinah Millikin, Senior Systems Analyst, Finance and Facilities Decision Support

James Posey, Director, UW Tacoma Institutional Research and Planning

Tom Sparks, Financial Administrator, College of Engineering

Bill Yock, Director of Enterprise Information Services, UW-IT Information Management

Dear Colleagues:

I am writing to ask you to serve on an important committee to address a critical need for the continued success of the University in all our endeavors. It is essential that we be consistent in our approach, designation, and governance of data, metadata, and the information base of business processes. We need clear and commonly-used structures, models, definitions, and processes to support coordination and collaboration, effective decision-support, and efficient operations University-wide. We also need guidance and recommendations concerning our institutional data related to expanding access, improving quality, strategic planning, assuring security, and business performance management.

These formidable data stewardship responsibilities are the charge of the Data Management Committee. The scope of this charge is inclusive of all three campuses, remote sites, the hospitals and all academic support (fee-based) units.

The Committee will coordinate fully with UW-IT Information Management and Sara Gomez, Associate Vice Provost for Information Management. With respect to University-wide data

administration standards and policies, the Associate Vice Provost for Information Management will have final approval authority.

The Committee must engage a broad spectrum of users: deans, chairs, faculty, central leadership, Faculty Senate, business process administrative leaders and participants in the University's information decision-support process.

As a part of your efforts, I would like the Committee at a minimum to address the following tasks:

1. Review and document business processes, data definitions, data dictionaries, data warehouse elements and uses, and business intelligence tools.
2. Recommend University-wide standards for data administration aspects of business processes, data definitions, data dictionaries, data warehouse elements and uses, and business intelligence tools to the Associate Vice Provost for Information Management.
3. Adopt, communicate and oversee implementation of University-wide standards for data administration aspects of business processes, data definitions, data dictionaries, data warehouse elements and uses, and business intelligence tools.
4. Engage in priority setting and policy setting as related to the above.
5. Recommend and coordinate structures and sub-committees (e.g., the Data Management User Group) necessary to accomplish the charge and related tasks outlined above.

I expect that you will review and discuss this preliminary work broadly with University leadership, including forums such as the President's Cabinet, Board of Deans and Chancellors, Faculty Senate and the Technology Advisory Committees.

Thank you for your willingness to devote your time and talents to this critical need for the successful future of the University.

Sincerely,



Mary E. Lidstrom
Interim Provost and Executive Vice President

c: Sara Gomez
James "JW" Harrington, Jr.
Susan Astley
Marcia Killien
Ed Taylor