

# Data Standards Charter Approved 03/13/2013

## Mission

The mission of the Data Standards Committee will be to develop, document and maintain data standards for the ERP (Banner) system.

## Goals

- Develop, Document And Maintain Data Standards
- Determine Data Ownership
- Define Data Maintenance Standards/Conventions
- Maintenance of Tables of Valid Values
- Formulation of Measures to Ensure The Accuracy, Validity And Completeness of Shared Institutional Data

## Tactical Objectives

- Revise and Publish the Data Standards Manual
- Establish or Confirm Policies Related to Data Elements (e.g., Social Security Numbers For IDs)
- Develop Procedures to Assure That Data Can Be Corrected to Improve Consistency Of Data Standards
- Establish Ownership of Data Elements
- Identify Reports and Define Formats to Assist In Monitoring Data Standards
- Oversee The Activities of The "Clean Up" Officers to Assure that Data Is Accurate and Can Be Used by All Relevant Departments
- Establish and Monitor Data Entry Standards
- Establish Responsibility For Entering And Maintaining Data Elements
- Identify And Assist Training Staff to Assure Staff Is Aware of The Data Standards and Uses Them Appropriately
- Review **Ellucian** Naming Conventions and Determine/Reconcile Issues
- **Provide a Forum for Information Exchange Where New or Changes in Business Procedures, Data, or Data Definitions May Impact Other Business Units**

## Composition

The Data Standards Committee should represent each major Banner application area, which include:

[\(Click here to view Committee Members table\)](#)

Other offices may be asked to participate on an ad hoc basis to help address specific issues.

## Chair

Should be permanently chaired by representative of Institutional Research and Information Management.

## Timing

Meetings are convened immediately following meetings of the Business Operations Committee as needed.