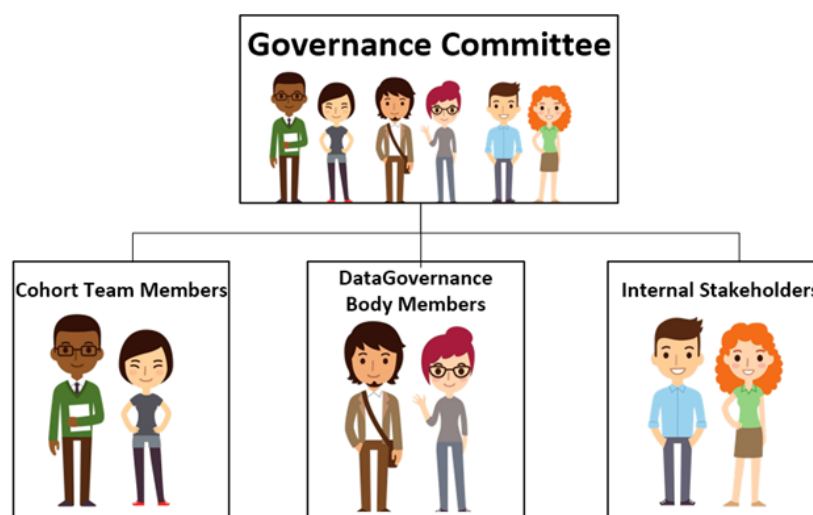


Committee Model, Roles and Responsibilities

Data Governance Committee Model

Successful data governance committees are cross functional, include district leadership, and build collaboration between stakeholders and the technology department. Therefore, the ideal data governance committee will be a combination of members from the district’s cohort team, the district’s existing data governance body, and other internal stakeholders, such as teachers and instructional coaches. You can elevate student voice and promote student agency by including students on your team. Students provide valuable and actionable feedback from a different perspective and are both the creators and end users of this data. Ensure the project team is composed of and centers voices from historically and systematically excluded populations.

Additionally, your district’s data governance committee will need to reflect membership that most aligns to its selected use case. For example, your district’s initial data governance committee may include a cohort team member, two to three data governance body members, two to three teachers or instructional staff, and students. However, after your district’s needs assessment, your team could identify a use case around attendance. To support this use case, your team should ensure your district’s data governance committee includes additional stakeholders who have expertise and are impacted by attendance systems, such as the assistant principal or guidance counselors and students. Ultimately, your district’s data governance team will benefit most from leveraging a set of diverse and informed perspectives.



***Note:** The data governance committee will have members that overlap with the data review committee as referenced in Data Equity Definition.

Cohort Team Members

One to two members from your district team should serve on the data governance committee. These members will serve as the points of contact for the committee and will be responsible for organizing its members and ensuring its progress. These members should be district leaders who can provide valuable insight regarding the district's strategic direction and assist with buy-in related to committee decisions.

Responsibilities:

- Set overall vision and strategic direction for the committee
- Make sure the use case is a priority (institutionally and for committee members)
- Manage and assign tasks to the committee members
- Organize and facilitate committee meetings
- Monitor committee progress and provide project updates to the larger district team

Data Governance Body Members

In order to ensure committee decisions integrate with technology priorities, data governance body members must be involved early in use case decisions to prevent potential conflicts. In addition to your district's cohort team members, consider including two to three of the following types of data governance body members in your data governance committee: data owners (which includes students), data stewards, data custodians, data quality analysts, and data architects.

Responsibilities:

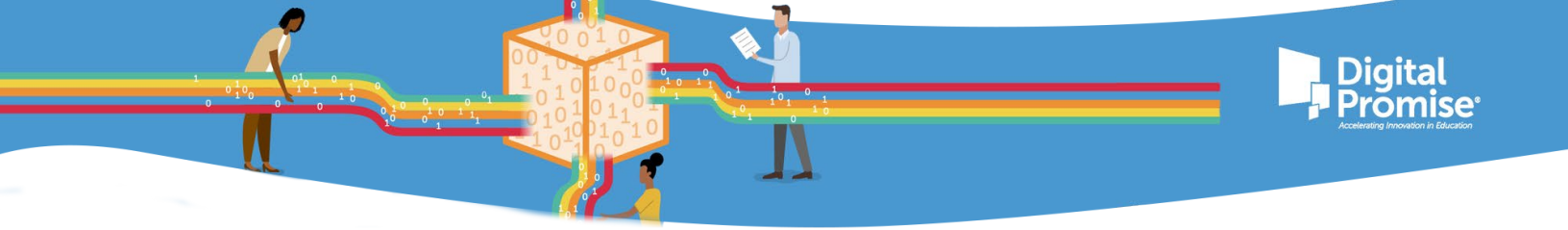
- Provide expertise on the data domains, systems, technology, and infrastructure related to the use case
- Support the operationalization of use case data processes and workflows
- Participate in the district's data governance body and provide project updates
- Escalate use case decisions to the data governance body if necessary

Internal Stakeholders

These individuals are the most knowledgeable about the use case and will be the most impacted by Data Governance decisions. Having one to two stakeholders on the committee ensures buy-in to the decision and prioritization process, as well as decision-making informed by a comprehensive perspective on data. Elevate and center student voices by valuing them as members of the team. They are KEY stakeholders. Students can provide input on how useful the data is to them and how they will leverage it in building student agency, goal setting, and measuring their own progress.

Responsibilities:

- Provide insight on positive and negative data usage experiences
- Support the validation and operationalization of the use case
- Advocate for improvements and simplifications to existing data systems and processes



Committee Model Planning Template

Name	Stakeholder Group (administrator, teacher, student, community member, parent)	Role	Responsibilities