Data Governance Charter

Prepared by:

Mississippi Department of Education

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Version 1.1

Contents

Section I. Introduction

Authority

The Data Governance Committee (DGC) operates under the authority granted to it by the State Board of Education (SBE), and at the direction of the State Superintendent of Public Education and members of the Mississippi Department of Education's Executive Leadership Team (ELT). The State Superintendent of Public Education mandates data governance policies approved by the DGC. The DGC is tasked by the State Superintendent of Public Education to establish and enforce data governance policies, standards, and processes to be published in the form of an internal data governance manual. (*See* Miss. Admin. Code 7-3: 55.1, State Board Policy, Chapter 55, Rule 55.1.)

If, at any time, a portion of this Charter conflicts with federal/state laws or rules that have jurisdiction over the Mississippi Department of Education (MDE), the SBE, or Mississippi school districts, the laws and or the rule shall take precedence over that portion of this Charter. The remainder of this Charter shall remain in effect.

Purpose

The MDE commits to treating data as a critical asset and to implementing agency-wide data governance processes and structures. The purpose of this Charter is to establish a data governance program, assign stewardship responsibilities, and empower the DGC with the authority to establish and enforce data governance standards, processes and policies agency-wide.

Scope

This Charter is applicable for all the MDE data assets, including but not limited to, all data collected, analyzed, used, and/or reported to or by the MDE and its staff, including the data in any various instances and formats for staging, validating, analyzing, warehousing, reporting, and archiving. This Charter covers, but is not limited to, data in any form including print, electronic, audio, visual, backup, and archived data.

Vision

High quality data achieved, and data issues resolved through a transparent agency-wide process

Mission

Facilitating and coordinating the development, implementation, and maintenance of the MDE data governance program to promote data quality, availability, usability, privacy, and security

The DGC's Vision and Mission statements will be in support of the SBE's current Vision and Mission statements and Strategic Plan.

Section II. MDE Data Governance Structure

The following chart and diagram illustrate the composition of groups and roles that share responsibility for the MDE's data governance program.

KEY GROUPS and ROLES	COMPOSITION
State Superintendent of Public Education	Agency head tasked with the management and administration of the MDE, with full authority over all actions, decisions, and processes.
Executive Leadership Team	Deputy Superintendents/Chiefs
Data Governance Committee	Comprised of Data Owners, Data Stewards, Data Technicians, Chairperson(s), and Data Governance Manager
DGC Chairperson	Non-voting member: Facilitator of Committee meetings
Data Governance Manager	Non-voting member: Agency lead for data governance program
Data Owners	Voting members of DGC
Data Stewards	Non-voting member of DGC: Subject matter experts on assigned data asset(s)
Data Technicians	Non-voting member of DGC: Subject matter experts on assigned data asset(s)

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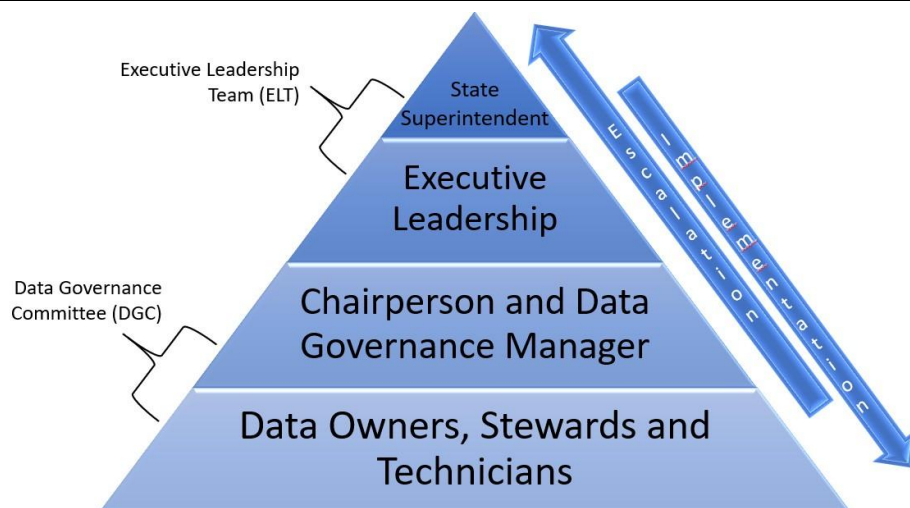
Escalation and Implementation

Data Stewards and Technicians address the day-to-day responsibilities including possible data issues. Unresolved issues may be escalated to the program area's Data Owner. If the Data Owner is unable to resolve said issue, it can be escalated to the DGC for a resolution. The DGC may escalate an unresolved issue by way of the DGM to the ELT, whom has the reasonability of providing a resolution.

State Superintendent of Public Education and ELT mandate priorities for the DGC to implement agency-wide as necessary. The DGC will implement or cause to be implemented any priorities handed down from State Superintendent of Public Education and ELT.

Section III. Governance Roles and Responsibilities

The MDE establishes the data governance program that includes specific relationships among the following positions and groups:

Executive Leadership Team (ELT)

The ELT is comprised of the State Superintendent of Public Education and the Deputy Superintendents, also known as Program Office Chiefs. The State Superintendent has full authority over all actions, decisions and processes, and the Program Office Chiefs have senior level authority for all aspects of data activities for their respective program office(s). Members of the ELT provide resources for the implementation of approved policies and procedures, and a management commitment and vested interest in the decisions affecting enterprise data.

Data Governance Committee (DGC)

The MDE's Data Governance Committee is comprised of Data Owners, Data Stewards, Data Technicians, Chairperson(s), and Data Governance Manager. The DGC oversees the development and dissemination of processes, rules and regulations governing data; resolves data governance issues affecting agency data; and establishes policies and processes to ensure that data collected are stored, maintained, and disseminated in a manner that protects the data integrity, security, and privacy. The DGC members' responsibilities are defined in the MDE Data Governance Procedures Manual.

Data Governance Committee Chairperson

The Data Governance Committee Chairperson will convene, facilitate, and preside over the Data Governance Committee meetings with the support of the Data Governance Manager and Secretary. The Chairperson will confirm and maintain a quorum for the

purpose of conducting business and voting during meetings. The DGC Data Owner (voting) members shall elect a Chairperson from its DGC Data Owner membership during its July meeting. The Chairperson may designate another DGC Data Owner Member to serve as presiding officer during meetings in the event the Chairperson is unable to preside. Each Chairperson will serve a two-year term. The Chairperson is elected from the DGC appointed members. The Data Governance Committee Chairperson responsibilities are defined in the MDE Data Governance Procedures Manual.

Data Governance Manager

The Data Governance Manager works collaboratively across the agency with internal stakeholders to ensure the development, implementation, and maintenance of the data governance program to promote secure, high-quality data. The Data Governance Manager responsibilities are defined in the MDE Data Governance Procedures Manual.

Data Owner

The Data Owner assumes ownership and is accountable for data correlated to their program office area. Data Owners are charged with the designation of Data Steward(s) under their leadership and promote engagement of those stewards to ensure representation of their program areas in the data governance program. Data Owners are selected by the Program Office Chief and their responsibilities are defined in the MDE Data Governance Procedures Manual.

Data Steward

The Data Stewards are individuals with content area expertise. These individuals are accountable for the day-to-day management of assigned data assets in their program office area. Data Steward responsibilities are defined in the MDE Data Governance Procedures Manual.

Data Technician

The Data Technicians are those individuals with knowledge of the MDE data systems and the data structure therein. Data Technicians are located within the program offices that maintain assigned data assets. Data Technician responsibilities are defined in the MDE Data Governance Procedures Manual.

Section IV. Meetings

The Data Governance Committee shall be held regularly as determined by the Committee Chairperson. 'Special' meetings may be called to cover emergency items that may be time sensitive. The meeting location, date, time and agenda will be posted in accordance

with the Mississippi Open Meetings Act. The meeting processes and procedures are defined in the MDE Data Governance Procedure Manual and will adhere to all requirements found in the Mississippi Open Meetings Act.
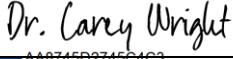
Section V. REVIEW and APPROVAL

Charter Review

This Charter will be reviewed and updated every three (3) years from the effective date, or at the direction of the State Superintendent of Public Education. The Data Governance Committee may provide recommendations to the Executive Leadership Team to modify the Charter at any time.

Version	Approved by	Effective Date	Sections Modified
1.0	Dr. Carey Wright, State Superintendent	3/7/2020	Charter Created and Adopted
1.0	Reviewed by DGC	3/7/2024	None
1.1	Dr. Lance Evans, State Superintendent	6/13/2025	Data Governance Committee Chairperson

Charter Approval

The State Superintendent of Public Education approves this Charter and grants the Data Governance Committee the authority to establish and enforce the Charter as written.

DocuSigned by:

Dr. Carey Wright

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Dr. Carey M. Wright,
State Superintendent of Public Education

3/7/2021 | 12:29 PM CST

Date