

UNIVERSITY OF ILLINOIS
AT URBANA-CHAMPAIGN

Office of the Provost and Vice Chancellor
for Academic Affairs
Swanlund Administration Building
601 East John Street
Champaign, IL 61820



REVISED
July 3, 2017

Data Management Committee

Amy Edwards, Division of Management Information, Chair
Kelly Bridgewater, Office of Chief Information Officer
Jana Diesner, Information Sciences
Meghan Hazen, Office of the Registrar
Heidi Imker, Library Research and Publication
Joanne Kaczmarek, Library Archives
Melanie Loots, Office of Vice Chancellor for Research
Suzanne Rinehart, Provost's Budget Office
Beth Scheid, Office of Chief Information Officer

Dear Colleagues,

Thank you for the work that you completed as the Ad Hoc Data Management Task Force. I agree with the Task Force's recommendation that a standing committee for data management be created. For the sake of continuity, the initial membership of the Data Management Committee will include the members of the task force, and Assistant Provost Amy Edwards will chair the committee.

The membership of the committee will be reviewed every two years and revised as needed. The membership should consist of representatives from the following areas: Division of Management Information, Vice Chancellor for Research, Chief Information Officer, Research Data Service, and Records and Information Management Services. In addition, a faculty member will be identified through collaboration of the committee and administration. Each September, please provide an annual report that includes a summary of the committee's work, as well as recommendations from the committee.

I ask that you continue to assess the university data resources, and develop and implement a plan to enhance university resources for data management. The committee should:

- Continue with the charge of the task force;
 - Identify all existing data policies, procedures, and standards on campus (e.g., Campus Administrative Manual, Student Code, Records and Information Management Services, etc.);
 - Identify primary data sources and data providers, and evaluate mechanisms to increase efficiency, reduce duplication of effort, and ensure data consistency;
 - Recommend specific data-related matters about which the campus should be educated (e.g., in areas of data integrity, security, data access, appropriate use of data, dissemination); and

- Recommend a short-term and long-term plan for oversight and location of data policies, standards, definitions, reports, and contracts, including the development of a website.
- Reach out to data subject areas and advisory offices to gather more information and resources;
- Provide information to the university regarding data ownership, stewardship, availability, access, policies, definitions, use, and security;
- Support increased data resource education and training across the university via a website, data symposiums and workshops; and
- Continue the coordinated effort of university data management as data and needs evolve over time.

Please refer to the attached document for data subject area resources and advisory offices/functions that the committee will be working with to assess current data.

Thank you for your willingness to continue to serve the university in this effort.

Sincerely,



John P. Wilkin
Interim Vice Chancellor for Academic Affairs and Provost

Enclosure

c: Robert Jones