



*Office of the Provost and Executive Vice President
University of Washington*

Revised - August 31st, 2009

UW Data Management Committee

Betsy Wilson, Dean of University Libraries, Chair
Bill Yock, Associate Vice Provost, Office of Information Management, Vice-Chair
Mike Eisenberg, Dean Emeritus and Professor, Information School (Ex Officio)
Kirk Bailey, Chief Information Security Officer
Charles Bennett, Assistant Vice President, Finance and Facilities
Barbara Benson, Director, Records Management Services
Bob Boiko, Senior Lecturer, Information School
Elizabeth Coveney, Executive Director, HR Administration and Information Systems
Tom Daniel, Interim Divisional Dean, College of Arts & Sciences
Nathan Dors, Technology Manager, UW Technology
John Drew, Director, Computing and Information, Graduate School
Walt Dryfoos, Associate Vice President, University Advancement
Jim Fine, Executive Director of Clinical Computing
Rhonda Forman, Assistant Vice Provost, Office of Academic Personnel
Phil Hoffman, Director, Office of Institutional Studies
Dan Jacoby, Director, Office of Institutional Research, UW Bothell
Jim Kresl, Director, Research Information Services, Office of Research
Nancy McDonald, Director, Dean of Medicine Administration and Finance
Todd Mildon, University Registrar
James Posey, Director, UW Tacoma Institutional Research and Planning
Clark Westmoreland, Executive Director of Operations, UW Educational Outreach

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 the Office of Information Management and Sara Gomez, VP for Information Management/CIO. With respect to University-wide data administration standards and policies, the VP for Information Management/CIO 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.

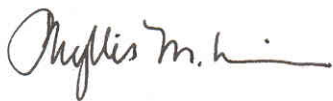
As a part of your efforts, I would like the Committee at a minimum to address the following tasks:

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 Vice Provost for Information Management/CIO.
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 Access and Roles User Group) necessary to accomplish the charge and related tasks outlined above.

I expect that you will review and discuss this 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,



Phyllis M. Wise
Provost and Executive Vice President

c: Mark A. Emmert
Sara Gomez
Bruce Balick
James "JW" Harrington, Jr.
Marcia Killien
Harry Bruce