



UNIVERSITY OF WASHINGTON

Office of the Provost

Revised

December 12, 2006

UW Data Management Committee

Mike Eisenberg, Dean Emeritus and Professor, Information School, **Chair**
Harlan Patterson, Special Assistant to the Provost for Strategy and Budget, **Co-Chair**
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Kirk Bailey, Chief Information Security Officer
Charles Bennett, Director, Decision Support Center, Financial Management
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Phil Hoffman, Director, Office of Institutional Studies
Joe Kittleson, Assistant Director, HR Administration and Information Systems
Jeanne Marie Isola, Director, Strategic Initiatives Office
Todd Mildon, Registrar, Office of the University Registrar
Mani Soma, Professor, Electrical Engineering, Associate Vice Provost for Research
Brent Stewart, Professor, Radiology and Medical Education, Faculty Senate Representative
Stuart Sutton, Associate Professor, Information School
Bill Yock, Senior Manager, Enterprise Data Warehouse

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 new 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 new 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:

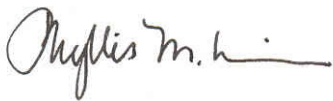
1. Review and document business processes, data definitions, data dictionaries, data warehouse elements and uses, and business intelligence tools.
2. Recommend University-wide standards for data administration aspects of business processes, data definitions, data dictionaries, data warehouse elements 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 Data Management User Group) necessary to accomplish the charge and related tasks outlined above.

While implementation of the recommendations of your efforts will occur over several years, it is essential that we set the stage this year for our future directions. In this context, I would ask that you work to have a preliminary report of your findings, plans, and accomplishments available by May 2007.

I expect that you will review and discuss this preliminary work broadly with University leadership, including forums such as the President's Cabinet, Board of Deans, 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 Vice President for Academic Affairs

c: Mark A. Emmert
Sara Gomez
Gail Stygall
Daniel Luchtel
Donna Kerr
Deans, Directors, and Chairs