1. **Charge**

The implementation of an ERP System was the impetus for the formation of the Data Standards Committee at UNC Pembroke.  This committee is responsible for resolving issues that may arise when many areas share common data.

The University of North Carolina at Pembroke (UNCP) utilizes the Ellucian Banner system integrated database. Within this integrated database various modules share data items. UNCP recognizes that data standards are vitally important in protecting the data assets of the UNCP by maintaining accurate and consistent data that is standardized for use in all areas of the University. The “Data Standards Committee” was formed to collaboratively develop a “Data Standards Manual”. The standards in this manual address the data entry standards for data that is shared among the various Banner systems. This manual is intended as a standards policy reference guide and is not meant to be used as a training guide. This manual is also intended to be a living document with the review of each standard continuing on a regular basis. Any recommended changes to the manual need to be reviewed and approved by the “Data Standards Committee.”

1. **Function**
2. The Data Standards Committee shall receive suggestions, recommendations, inquiries, and proposals regarding the standardization of data from the faculty, staff, and administrators and governance groups from within the campus community.
3. The Data Standards Committee shall discuss data issues and establish guidance on the standardization of data.
4. It shall be the function of the committee to decide if proposals received should be considered, amended, accepted or rejected.
5. The committee shall set and document standards for cross-divisional data maintained in Banner and other major enterprise systems.
6. On occasion, the Data Standards Committee may be specifically requested to research and consider particular information technology matters. In the performance of its duties, the Data Standards Committee shall have the option of soliciting information and assistance from such campus offices or groups as may be appropriate. The Committee may commission necessary subcommittees in order to complete its charge.
7. The Data Standards Committee shall maintain meeting minutes, and post approved minutes to the Committee Website.

• Stewardship of the University’s data and records maintained in the Banner Database;

• Ensuring data integrity, consistency and completeness;

• Providing appropriate security for personal information about staff and students;

• Providing appropriate access to the Banner information system;

• Ensuring that the interpretation of information is accurate and consistent within the university;

• Outlining the responsibilities of users of the information maintained in the database.

1. **Membership**
2. Permanent members or their designee:

* Director of Advancement Svcs or representative
* Registrar or Associate Registrar
* DoIT Representative or representative
* Director of Financial Aid or Associate Director, Information Technology of Financial Aid
* Director of Admissions or representative
* Business & Technology Applications Analyst – IR or representative
* Technology Support Analyst - Business Services or representative
* Purchasing Specialist or representative
* Bursar or representative
* Technology Support Technician - Controller’s Office or representative
* Technology Support Analyst - Human Resources or representative
* Administrative Support Specialist - Housing and Residence Life or representative
* University Program Specialist – Graduate Studies or representative

1. All members will have the opportunity to vote. A quorum for any meeting will consist of a simple majority of voting members.
2. **Chair**

The Data Standards Committee shall select its chair from the committee membership by a majority vote. The chair shall serve a one-year term and shall be eligible for re-election. The chair shall convene all meetings, fix the agenda, cast a vote on all motions, and arrange the taking and reporting of minutes. No less than one committee meeting shall be convened each calendar quarter.

1. **Co-Chair**

The Data Standards Committee shall select its co-chair from the committee membership by a majority vote. The co-chair will serve as a voting member of their area unless the chair is not available. Then the co-chair will serve and have the same responsibilities as the chair. The co-chair shall serve a one-year term and shall be eligible for re-election.

1. **Meeting Times**

Meeting times will be established by the committee to accommodate the schedules, including class schedules, of as many members as possible.