

Northern Arizona University
Data and Business Process Advisory Committee Charter

I. NAME

The name of this committee shall be the Northern Arizona University Data and Business Process Advisory Committee, hereafter referred to as DBPAC.

II. MISSION

DBPAC reports to the Chief Institutional Data Officer (CIDO) and the Data Governance Trustees. DBPAC is responsible for oversight of data governance-related tasks that improve data quality and enhance data and reporting capabilities. DBPAC will 1) identify, review, and provide recommendations regarding data integrity improvement efforts, 2) provide guidance and support for business process improvements that lead to improved data quality, and 3) establish working groups to improve and enhance specific data elements and/or reporting capabilities. Additionally, committee members serve as liaisons to the university community to provide education and awareness on data governance related issues.

DBPAC is part of the University's Data Governance structure and is comprised of membership representative of the university community that can effectively advise the CIDO, Data Governance Trustees, and the university community on issues related to data governance at NAU.

III. MEMBERSHIP

Committee membership is comprised of representatives from:

- Academic Affairs
- Athletics
- Budget Office
- Cline Library
- Capital Planning and Campus Operations
- Comptroller's Office
- Development/Alumni Office
- Enrollment Management
- Enterprise Business Analyst Team
- Financial Aid
- Graduate College
- Human Resources
- Information Technology Services
- Institutional Research and Analysis
- Marketing
- Purchasing
- Registrar
- Student Affairs
- Student Financials
- Vice President for Research

Membership is reviewed annually, at the start of the Fall Semester. Members serve a minimum of one year and may be reappointed.

IV. OFFICER DUTIES

CHAIRPERSON

The Chair shall be the Chief Institutional Data Officer, and will have the following duties:

- Chair or designee will preside at all meetings of DBPAC and ensure that a discussion agenda is developed and outcomes recorded
- Appoint subcommittees as necessary
- Coordinate the writing of policies, procedures and reports
- Report significant results to the Data Governance Trustees

VICE-CHAIR

The Vice-Chair will be a current member of DBPAC, nominated by the Committee and appointed by the Chair. The Vice-Chair will assist the Chair as necessary to run the Committee. The Vice-Chair will perform the duties of the Chair in the event that the Chair is absent.

V. SUBCOMMITTEES

Subcommittees will be convened by the Chair of DBPAC on an *ad hoc* basis to address issues considered as being within the purview of DBPAC.

Subcommittees may include members who are not part of DBPAC's membership. Subcommittees must be chaired by a DBPAC member and submit a formal report of findings. The findings of any subcommittee must receive the approval of DBPAC before they may be reported outside of DBPAC.

VI. AMENDMENTS

Recommendations for amendments to this Charter may be discussed at any meeting of the membership and affirmed by a vote of two-thirds of an assembled quorum. For the purposes of amending this charter, a quorum is defined as 2/3 of the committee membership. Recommendations for amendments to this Charter approved by DBPAC will then be presented to the Data Governance Trustees for review and approval.