December 4, 2015

Dear Colleagues,

We cordially request your service on VCU’s Data and Information Management Council. The Data and Information Management Council (DIMC) is charged with taking a university-level perspective on integrating data governance and information management efforts across units; identifying responsible parties; establishing lines of authority and roles related to the management of business processes and institutional data; and drafting, implementing, and enforcing policies and standards. The scope of this charge is inclusive of all campuses, remote / satellite sites, and all VCU academic and administrative units.

Considering the amount of data generated and stored in the course of day-to-day operations, the rich external data sources that now exist, and the metric-focused nature of Quest Refocus, it is imperative that the university community has a clear and shared understanding of how to ensure the integrity of our data, the training and information to support effective access to and use of data, and the infrastructure and policies to optimize our use of this key asset. We need your expertise and guidance to help DIMC as it enters this next phase of data governance and information management implementation. Our ultimate goal is to support informed decision-making throughout the university data user community by improving the quality, consistency, availability, and accepted authority of our institutional information assets.

To be effective, the Council represents a vertical and horizontal cross-section of the university, with membership drawn from each vice presidential division and both campuses. It remains co-chaired by Kathleen Shaw, Vice Provost for Planning and Decision Support, and Alex Henson, Chief Information Officer. The Council will interact with multiple stakeholders throughout the university: executive leadership, deans, faculty, existing committees, directors, and all data management personnel. The Decision Support Systems unit of the Office of Planning and Decision Support coordinates the Council’s efforts.

The following outlines the overarching goals of the Data and Information Management Council.

1. Establish data as a trusted institutional asset to support university’s missions of teaching, research, health care and community service.
2. Develop, implement, maintain and enforce university-wide data management policies, standards, guidelines and operating procedures related to institutional data assets.
3. Strengthen data-driven decisions by instituting clear and consistent structures, models, definitions and processes that support operational efficiency, effective decision-support and university-wide collaboration
4. Improve the security, integration, accessibility, quality and consistency of data across the institution.
5. Enhance institutional data and information by applying consistent definitions and classifications according to university’s data management and data classification standards and ensure that information is well understood and communicated throughout the institution.
6. Advise on university-wide data management practices for decision making including data warehousing, business intelligence, master data management and metadata management.

7. Recommend and approve controls or plans for assessing data management related value and risk.

The DIMC has the authority to make decisions on all aspects of institutional data and information management and to form and coordinate structures, task forces, and committees necessary to accomplish the charges outlined above. You have been chosen for this initiative because of your position, your knowledge, and our faith in your ability and determination to improve the informational landscape of our institution.

Thank you for your willingness to dedicate your time and abilities to this critical need for the successful future of the University.

Gail Hackett, PhD
Provost and Vice President for Academic Affairs

Marsha D. Rappley, MD
Vice President for Health Sciences

Richard O. Bunce,
Interim Vice President for Finance and Budget

Brian Shaw
Senior Executive Director, Office of the President, and Interim Vice President for Administration