

Data Governance (DG) Terms

Term	Definition
Data Collection	The process of gathering and measuring information on targeted variables in an established systematic fashion.
Data Dictionary	A catalog describing data fields/columns in a system; includes the contents, format, data type, field length, business rules, validation rules, its role within the structure of a database, and its relationship among fields/columns.
Data Governance (DG)	The management of all available data to ensure that its usability, integrity, and security is maintained within an organization. This work is not about data itself, but rather the business processes, stakeholders, and decisions around data. It provides checks and balances to ensure data changes are implemented with appropriate oversight and in the best interests of all parties within an organization.
Data Governance Champion	This person is accountable for ensuring that the DG work is executed with fidelity. The person who fills this position is likely the Director of Research, Director of Policy, or some similar position. There is the potential for conflict of interest if the DG Champion works within data, IT, or a specific business line (e.g. Curriculum and Assessments).
Data Governance Manager	This person will be responsible for the day-to-day work relating to the DG implementation and execution. He/she should have access to LEA leadership and is well-respected across your organization. This person should have some technical knowledge.
Data Owner	Holds a leadership position, has deep content expertise, and is responsible for a data set, report, or application. He/she may not have day-to-day expertise in the data. The data owner will serve as the project sponsor for any requests for a new report or application, or changes to an existing data set, report or application. <i>This person may also be the Data Steward.</i>
Data Quality	The condition of data in a database related to its completeness, consistency, uniqueness, and validity. <ul style="list-style-type: none"> ● Completeness: Are all data sets and data items recorded? ● Consistency: Are all data sets and data items recorded the same? ● Uniqueness: Is there a single view of the data set? ● Validity: Does the data match the rules?
Data Requests	An inquiry for data submitted either informally or formally.

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Data Security	Privacy procedures that are applied to prevent unauthorized access to data including printed information, hard drives, computers, databases, websites, and any other form of data. It also protects data from corruption.
Data Steward	The person responsible for the management and fitness of data elements - both the content and metadata. He/she should have a deep understanding of the connection between the data and program needs. May be a data coordinator in a program office. <i>This person may also be the Data Owner.</i>
Data Usability	The degree of ease with which data can be used to achieve required goals effectively and efficiently.
Data-Related Pain Points	Issues encountered when working with data.
DG Committee	Organizational-wide members charged with direct oversight and leadership of the data governance work.
Metadata	A set of data that describes and gives information about other data.
Process	A series of actions or steps necessary to achieve a particular end that ought to be documented for consistency, replicability, and transparency.
Source of Truth	The source of truth is a trusted data source that gives a complete picture of the data object as a whole.
Subcommittee	A subgroup of the Data Governance Committee that will address ongoing work. May expand the group to non-Committee members as needed.
System of Record	A system of record is the authoritative data source for a given data element or piece of information.
Validate	To check or prove the accuracy of data or information as measured against agreed upon rules and standards. To validate is a more rigorous standard than to verify.
Verify	To confirm the data are submitted or reported as intended.
Workgroup	A subgroup of the Committee that addresses finite work. May expand the group to non-Committee members as needed.