

Pittsburgh Public Schools

Data Governance

Overview


Expect great things.



Pittsburgh Public Schools

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Purpose Statement

The purpose of this Data Governance Overview is to establish data governance processes, define and assign stewardship responsibilities, and articulate the Data Governance Committee responsibilities in relation to establishing and enforcing additional data governance standards and processes.

Data collected and used in Pittsburgh Public Schools (PPS) is critical for informing and allowing our teachers and educational professionals to provide high quality educational opportunities for our students. Data are critical assets that must be available to the appropriate personnel, as well as safeguarded to protect the security and privacy of our students, and personnel.

It is through a clear and defined data management processes that Pittsburgh Public Schools can fully support and realize our mission and strategic plan.

Scope

All data collected in the district are collected with the ultimate purpose of providing an education to students. Therefore, Data Governance in PPS applies to **all** data collected within the district, while this is inclusive of data reported into the Pennsylvania Information Management System (PIMS), it is not limited to only this information. The Executive Data Committee is the ultimate authority and responsibility for approving final processes and procedures for data governance.

The Data Governance Committee will be responsible for research processes, and access permissions, identification of primary data stewards (Owner, authorizer, responsibility), establishing data processes for capturing and publishing Timelines and Timeframes, documenting Audit, review and validation processes, Prioritization of data transfer across systems, Identifying data elements outside of core processes to be included in the data warehouse, and the implementation and integration of new systems into the district data warehouse and Establishing procedures/processes for handling exceptions to existing procedures.

Executive Data Governance – executive leadership group which has final say over the data governance procedures in the district.

Membership: Superintendent, Chief Information Officer, Chief of Data Research Evaluation and Assessment, Deputy Superintendent, and Chief Academic Officer.

Roles and responsibilities: reviews and approve(s)/Deny(ies) data procedures and processes. Overall responsibility for data governance in the district.

Data Governance Committee – primary responsibility for implementing and enforcing data governance processes.

Membership: representatives from Chief of School Performance, Chief Academic Officer, Chief of Human Resources, Deputy Superintendent, Student Services, information Technology, Data Research Evaluation and Assessment. The Chief of Data, Research, Evaluation and Assessment will serve as the executive sponsor of the Data governance committee. The Data governance co-Chair(s)/Coordinator(s) of the Data governance committee will be the Director of Research and Evaluation, and the Coordinator of the Data Warehouse.

Roles and responsibilities: Developing and enforcing data access and use policies; and Recommending data governance procedures for approval by the Executive Data Governance to ensure privacy and confidentiality of data, as required by the district policy, state and federal privacy laws such as the Family Educational Rights and Privacy Act, Child Online Protection Act, Children’s Internet Protection Act; Submitting recommendations to the executive data governance regarding new procedures and policies, changes to existing procedures and policies; Reviewing research and data requests in compliance with the district IRB procedures; Ensuring the research and data request review process is responsive and focuses on the needs, constraints and culture of the students, teacher, schools, district and community; Responsible for enforcement, dissemination and implementation of approved procedures; Handling other data management matters; Establishing procedures for the escalation of issues, responding to questions, and reviewing recommendations from the Data Steward Workgroup;

Data Stewards workgroup – The data governance committee co-chairs are responsible for coordinating with the data stewards/process owners working group.

Membership: an ad-hoc workgroup (based on the specific agenda) called and run at least monthly by the Data Governance Co-chairs which at a minimum includes representation for the major data stewards/ system owners (i.e. Student information system, curriculum systems, finance, HR, etc.) which are impacted by the data governance process or procedure being reviewed/discussed.

Roles and responsibilities: Data stewards are responsible for the appropriate use of the data for which they are responsible. Their input will be requested for procedures as it relates to the use data governance procedures. They are responsible for providing input into the data collection calendars and processes, authorized users and access rights, and for elevating data requests and concerns about data use to the data governance committee co-chairs

Processes

The data governance effort will address the use and security of data within Pittsburgh Public Schools. This data governance effort will include the creation and maintenance of a data collection calendar, documenting the existing data collections, determining authorized users and access rights, and handling data requests. The Data Governance Committee shall define and document detailed descriptions of each of these processes in the Data Governance Manual.

Proposed structure of governance meetings

Executive – quarterly

DGC – Monthly (research meeting)

Data stewards – ad hoc monthly (pulling in stewards based on focus of the meeting)