Eastern Kentucky University

Policy and Regulation Library

Administrative Regulation: 11.3.2ADR

Responsible Office(s): Information Technology

Effective: February 1, 2022

Next Review Date: Fall 2031

Administrative Regulation: 11.3.2ADR
Information Technology and Data Governance

Statement

Eastern Kentucky University ("EKU" or "University") recognizes that effective data and information technology ("IT") governance is essential to advancing its mission of teaching, research, and service. To that end, the University maintains a comprehensive IT and Data Governance structure that ensures policies, standards, and priorities aligned with institutional needs, regulatory requirements, and strategic goals.

The governance process is a collaborative framework that engages key stakeholders across the University, including Information Technology Services (ITS) and Institutional Effectiveness & Research (IE&R). Together, these units provide leadership and oversight for the responsible use, management, and protection of institutional data.

This structure promotes ongoing communication with faculty, staff, and students to identify needs, set priorities, and analyze initiatives. Through this process, the University fosters transparency and shared accountability in decisions that affect data and technology resources.

Key objectives of the IT and Data Governance framework include:

- Ensuring institutional data is accurate, secure, and accessible to authorized users.
- Supporting compliance with state, federal, and accreditation requirements.
- Enabling data-informed decision making to enhance student learning, institutional effectiveness, and strategic planning.
- Evaluating IT and data-related projects for alignment with the University's mission, strategic direction, and total cost of ownership.
- Promoting efficiency and effectiveness in academic and administrative operations.

Requests for IT or data-related initiatives will be reviewed through this governance process. Proposals are assessed for their alignment with University goals, impact on operations, and resource implications.

Entities Affected

All University Community Members, including students, faculty, and staff, as well as anyone employed or doing business for or with the University.

Procedures

Information Technology and Data Governance Structure

Executive Data & Technology Council (EDTC)

Charge:

The Executive Data & Technology Council is the University's primary decision-making body for information technology and data governance. It establishes and approves policies, standards, priorities, and resource allocations to ensure all technology and data initiatives align with the mission and strategic direction of Eastern Kentucky University. Recommendations and actions taken by the Council are subject to final review and approval by the President's Cabinet, where required.

Areas of Oversight:

- Approve University-wide IT and Data Governance policies and procedures
- Establish institutional data standards, classifications, and compliance protocols
- Set strategic direction for IT and data initiatives
- Evaluate major projects and allocate resources transparently
- Ensure compliance with federal, state, and accreditation requirements
- Monitor cybersecurity, privacy, and institutional data protection

Membership:

- Chief Innovation and Optimization Officer (CIOO)
- Chief Data & Reporting Officer (CDRO)
- University Counsel
- Chief Information Officer (CIO)
- Executive Director of Institutional Effectiveness & Research (IE&R)
- Executive Director of Infrastructure, Security & Systems

Meeting Procedures:

- Frequency: EDTC may generally meet twice annually, once in the spring and once in the fall, and may hold additional meetings as necessary.
- Agenda & Structure: The CIO and Executive Director of IE&R jointly collect agenda items.
- Reporting: Decisions are documented and communicated University-wide in alignment with EKU's values of transparency, accountability, stewardship, and agility.
- Documentation: Records of all discussions, decisions, and action items will be maintained and published in a timely manner.

Data & Technology Advisory Council (DTAC)

Charge:

The Data & Technology Advisory Council provides comprehensive input and recommendations to the Executive Data & Technology Council. It ensures that perspectives from various functional and academic areas inform University IT and data governance decisions, with intentional representation from every area that originates or manages institutional data.

Areas of Responsibility:

- Review and recommend IT and data-related policies, standards, and procedures
- Advise on institutional data governance practices, reporting, and analytics
- Recommend priorities for academic, administrative, and student-facing technology
- Monitor the effectiveness of IT services, academic technologies, and administrative systems
- Identify risks, opportunities, and resource needs related to technology and data
- Provide a forum for collaboration and communication across the University community

Membership:

- CIO (Chair)
- Executive Director of IE&R (Vice Chair)
- One representative appointed by each of the following data-originating functional areas:
    - Procurement
    - Alumni & Development
    - Enrollment Management
    - Human Resources
    - Finance
    - Administration

- Academic Affairs
- Institutional Research/Assessment
- Student Success
- Faculty Senate
- Student Government Association (SGA)
- Staff Council
- Libraries

Meeting Procedures:

- Frequency: DTAC may hold meetings quarterly and may hold additional meetings as necessary.
- Agenda & Structure: The Chair and Vice Chair collect agenda items with input from members.
- Reporting: The Advisory Council provides written recommendations to the Executive Data & Technology Council. Summaries are communicated broadly for transparency.
- Documentation: Records of proceedings, recommendations, and action items are maintained and published in a timely manner.
- Decision-Making: The Advisory Council makes recommendations by consensus when possible; if consensus cannot be reached, recommendations are forwarded with a summary of perspectives. Final decision authority rests with the Executive Data & Technology Council, subject to final review and approval by the President's Cabinet, where required.

Definitions

- **Data Custodian:** Information Technology Services (ITS) or other designated units (IE&R) responsible for the technical management of systems containing institutional data, including storage, security, backup, and controlled access in alignment with University standards.

- **Data Governance:** The framework of accountability, standards, and processes by which EKU ensures the quality, integrity, security, accessibility, and ethical use of institutional data across all functional and academic areas.

- **Data Owner:** The University, as represented by Cabinet-level functional leadership. Institutional data is owned by the institution as a whole, not by individuals or units.

- **Data Steward:** A senior administrator designated within each functional area who is accountable for the accuracy, integrity, protection, and authorized use of institutional data under their area of responsibility (e.g., Enrollment Management, Human Resources, Finance).

- **Data & Technology Advisory Council (DTAC):** The advisory body to the EDTC that provides recommendations, reviews policies, and ensures perspectives from all functional and academic areas that originate or manage institutional data.

- **Executive Data & Technology Council (EDTC):** The University's final decision-making body for IT and data governance.

- **Information Technology Services (ITS):** The University unit responsible for providing and maintaining the technological infrastructure, systems, and security required for the effective and secure use of institutional data.

- **Information Security:** The protection of institutional data and IT resources from unauthorized access, disclosure, alteration, or destruction, while ensuring confidentiality, integrity, and availability.

- **Institutional Data:** All data created, collected, maintained, transmitted, or reported by Eastern Kentucky University in support of its mission of teaching, research, service, and administration. This includes, but is not limited to, student, faculty, staff, financial, operational, research, and alumni/development data.

- **Institutional Effectiveness & Research (IE&R):** The University unit responsible for data integrity, institutional research, reporting, compliance with state, federal, and accreditation requirements, and supporting data-informed decision-making and strategic planning.

Responsibilities

- **Executive Data & Technology Council (EDTC)**
  - Final decision-making body for IT and data governance. Approves policies, sets priorities, and ensures alignment with EKU's mission, compliance requirements, and strategic goals.
- **Data & Technology Advisory Council (DTAC)**
  - Advises the EDTC on IT and data-related policies, initiatives, and priorities. Ensures representation from all data-originating areas, reviews proposals, and fosters collaboration to improve data quality, security, and access.
- **Information Technology Services (ITS)**
  - Maintains technology infrastructure and systems, implements security and access controls, and supports institutional data needs. Ensures technology decisions consider cost, sustainability, and alignment with governance standards.
- **Institutional Effectiveness & Research (IE&R)**

- Leads institutional reporting, compliance, and data integrity efforts. Provides analysis for planning and decision-making, ensures consistent data standards, and partners with ITS and DTAC to strengthen data governance.

- **Information Security**
  - Protects institutional data and IT resources by enforcing security policies, monitoring compliance, assessing risk, and responding to incidents. Provides training and awareness to the campus community.

Violations of the Policy

Violations of this policy and the procedures can result in disciplinary action up to and including separation from the University and/or exclusion from University programs, facilities, and privileges. Violations of law may result in fines and imprisonment.

Regulation Adoption Review and Approval

Regulation Revised

Date	Entity	Action
August 31, 2026	President	Approved

Regulation Issued

Date	Entity	Action
February 1, 2022	President	Approved