Data Integrity and Governance Team (DIGiT) Constitution

Version v1.0

I. Purpose

The Data Integrity and Governance Team (DIGiT) serves as the university's cross-functional data governance body. DIGiT supports the consistent, transparent, and responsible management and use of institutional data across MSU Denver.

DIGiT advances the university's Data Governance Policy by promoting shared data definitions and standards, supporting data stewardship, facilitating coordination, and encouraging data literacy.

DIGiT operates as a collaborative and advisory body and does not replace existing governance authorities, operational leadership, or academic policy-making structures.

II. Authority and Scope

DIGiT is established under the Data Governance Policy and operates within the university's broader governance framework.

DIGiT supports implementation of the policy by reviewing and recommending institutional data standards and shared definitions, supporting coordination of cross-domain governance activities, reviewing Data Use Protocols submitted by Data Stewards, and facilitating communication regarding institutional data governance practices.

DIGiT does not establish academic policy, override unit-level operational authority, enforce compliance, or override legal, regulatory, records management, privacy, or security requirements.

III. Guiding Principles

DIGiT operates in alignment with the principles established in the Data Governance Policy, including Data Literacy, Data Integrity, Data Availability, Data Security, Data Compliance, Data Stewardship, Data Transparency, and Data Usability.

For purposes of this constitution:

- Data Literacy refers to supporting institutional understanding of data concepts, governance practices, and responsible data use.

• Data Integrity refers to maintaining accurate, reliable, and consistent institutional data.
• Data Stewardship refers to the shared responsibility for managing, documenting, protecting, and appropriately using institutional data.
• Data Transparency refers to promoting clear communication regarding governance practices, standards, and definitions.
• Data Usability refers to supporting accessible, understandable, and well-documented data resources.
• Data Availability refers to ensuring data is accessible to authorized individuals when needed, without unnecessary delays.
• Data Security refers to safeguarding the confidentiality, integrity, and availability of data to prevent unauthorized access or breaches.
• Data Compliance refers to adherence to applicable laws, regulations, and standards governing the use and management of data.

IV. Responsibilities

DIGiT's responsibilities may evolve over time in response to institutional needs, governance maturity, regulatory requirements, and operational priorities.

Responsibilities include, but are not limited to:
• Reviewing and recommending additions, modifications, and deletions to the university-wide data definitions dictionary
• Supporting the review and coordination of Data Use Protocols submitted by Data Stewards
• Identifying and facilitating discussion of cross-domain data issues
• Recommending shared data standards, definitions, and documentation practices
• Supporting development and maintenance of governance documentation, FAQs, and guidance materials
• Promoting transparency and shared understanding of institutional data practices
• Supporting institutional data literacy efforts and governance engagement across the University
• Recommending opportunities for operational improvement and governance maturity
• Coordinating, when appropriate, with related governance, advisory, and operational groups across the institution

V. Membership

DIGiT is composed of Data Liaisons, as defined in the Data Governance policy, representing major domains and service areas.

Co-Chairs include the University Data Steward and Vice Provost (or designee).

Members are expected to:

- Represent the interests and perspectives of their domain or service area
- Communicate discussions and recommendations within their area
- Bring forward governance questions, needs, and concerns
- Participate actively in governance activities
- Support consistent governance practices within their units

Active participation includes regular meeting attendance, timely review of materials, engagement in governance discussions, and communication with represented domains or service areas. Members unable to attend meetings are encouraged to designate a proxy or provide input in advance when appropriate.

VI. Roles

Co-Chairs:
- Establish agendas and priorities
- Facilitate meetings and governance coordination
- Support alignment with institutional strategy and policy
- Coordinate communication of DIGiT recommendations and activities
- Hold standard voting powers, should votes become necessary

Members:
- Serve as liaisons between the DIGiT and their domain or service area
- Participate in discussions and governance activities
- Contribute expertise and operational perspectives
- Support implementation of shared standards and practices
- Hold standard voting powers, should votes become necessary

Subject Matter Experts:
- May participate in meetings or working groups as needed
- Provide specialized expertise related to governance topics, systems, compliance, analytics, operations, or institutional practices
- May contribute recommendations and guidance but do not hold standing voting membership unless separately designated as members

VII. Meetings and Operations

DIGiT meets regularly, typically monthly or as determined by the Co-Chairs.

Operational practices include distributing agendas in advance, documenting meeting notes and recommendations, providing opportunities for members to propose agenda items, and coordinating with related governance and operational groups as needed.

Decision-Making:
DIGiT operates primarily through consensus-based decision-making. For formal recommendations or actions requiring a vote, a quorum should consist of a simple majority of designated DIGiT members or their proxies. When consensus cannot be reached, recommendations may be elevated to the University Data Steward, appropriate executive leadership, or other relevant governance authorities for guidance.

Asynchronous Decision-Making

DIGiT may conduct decision-making asynchronously between meetings at the discretion of Co-Chairs. Draft recommendations or actions will be shared electronically with members for review and response within a clearly communicated timeframe.

Working Groups

DIGiT may establish time-bound or standing Working Groups to support governance initiatives, operational needs, or areas of focus. Working groups may include DIGiT members and subject matter experts across MSU Denver, operating under a clearly defined scope or objective, and will report recommendations or outcomes to DIGiT. Working Groups may hold independent decision-making authority when explicitly delegated by DIGiT.

DIGiT may coordinate with related governance and advisory groups, including Faculty Senate, Staff Senate, Academic Technology Advisory Committee, Enterprise Technology Advisory Committee, and other institutional governance bodies, as appropriate.

VIII. Deliverables

DIGiT contributes to the development, coordination, and maintenance of:

- University-wide data definitions and documentation
- Data Use Protocol guidance and review processes
- Governance FAQs and communication materials
- Shared data standards and best practice recommendations
- Governance maturity recommendations and operational guidance

IX. Relationship to Other Governance Bodies

DIGiT collaborates with Data Stewards and operational leadership, Information Technology Services, Academic Affairs, Faculty Senate, Staff Senate, and other institutional governance and advisory groups as appropriate.

DIGiT supports institutional coordination and shared understanding but does not replace the authority or responsibilities of existing governance, compliance, operational, or academic bodies.

External governance and advisory bodies participating in discussions with DIGiT may provide recommendations, feedback, and perspectives to support institutional coordination. Formal voting membership remains limited to designated DIGiT members unless otherwise established through institutional governance processes.

X. Transparency and Communication

DIGiT supports transparency in institutional data governance by maintaining accessible governance documentation and guidance, supporting development of FAQs and educational resources, encouraging communication regarding shared data definitions and standards, and promoting awareness of governance practices and responsibilities across the University.

XI. Review and Evolution

This constitution is intended to be a living document and will be reviewed periodically to reflect institutional priorities and governance maturity, changes to policy or regulatory requirements, feedback from Council members and campus stakeholders, and evolving operational and technical needs.

Revisions will be coordinated by the Co-Chairs and shared with members for review and input.