Student Information Systems Data and Operations Committee Charter

Vision and Values: Steward operational student administrative support business process, information, and information technology systems in a collaborative and trusted environment to achieve a broad university-wide perspective for enhancing the quality of services and solutions, integrity and security of student information, and achievement of strategic initiatives and unit goals and objectives.

Mission: Support the operational administrative service, information, and technology needs of MSU students, faculty, staff, as well as internal and external constituents, in the areas of enrollment services (registrar, admissions and financial aid), student accounts, and institutional reporting and decision making.

Objectives:

Primary objectives include recommending and coordinating the implementation of the following:

1. Operational business process change to support university business policy change as directed by university governance, internal and external compliance requirements, and student strategic initiatives as prioritized by the Student Information Systems (SIS) Prioritization Committee and in alignment with University mission and unit goals and objectives.
2. Changes in IT support systems needed to support business process changes identified in item 1 above and in accordance with best practice system change management process and procedure.
3. Student data changes needed to support business process changes identified in item 1 and with an eye towards stewardship and practicality, utilizing existing institutional data management tools for consistency.

Membership: Membership in the Student Information Systems (SIS) Data and Operations Committee is open to the operational business process leads, IT system support leads, and lead data stewards in Enrollment Services (Office of Admissions, Office of Financial Aid, and Office of the Registrar), Student Accounts in the Office of the Controller, Institutional Studies in the Office of Planning and Budgets, Residential & Hospitality Services, Student Affairs, and IT Services. Each of the named units has one vote. Delegate representation and voting is permitted. Guests are permitted to attend meetings based on meeting agenda content. Additional members from the same unit may be permitted to join with committee approval and are ex-officio members.

Meetings:

The committee will meet monthly, or as needed, to address the following:

- review SIS Data and Operations Committee project list;
- review and discuss new projects;
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- provide updates regarding routine requests and operational problems and resolutions (announcements regarding these types of items may be sent to the group as they occur throughout the month); and
- discuss anticipated future projects and requests.

Additional stakeholders may be invited to participate in a meeting concerning a particular agenda topic as needed. Generally additional stakeholder participation will occur in planning and implementation task meetings conducted outside of the monthly SIS Data and Operations Committee meetings.

Procedure for Requests:

The SIS Data and Operations Request form is required to initiate operational business process, data, and/or IT support system changes and updates.

1. An MSU business unit initiates the request by describing the business case for the request. The request is submitted to the SIS Data and Operations Committee coordinating steward.
2. The coordinating steward reviews the request for completeness.
3. The coordinating steward determines whether or not the request is routine, and routes and distributes as appropriate.
4. Non-routine requests require the following additional analysis steps prior to implementation:
   a. Stakeholder identification
   b. Formation of task team(s), as needed
   c. Data analysis and systems analysis
   d. SIS Data and Operations Committee review of task team recommendation or options
   e. Explicit consensus agreement among voting members of SIS Data and Operations Committee; if consensus is not reached within the SIS Data and Operations Committee, route option analysis to SIS Prioritization Committee for decision.

The request form is used to record disposition of the request. A record of the requests, discussions and decisions of the SIS Data and Operations Committee is documented using consistent process and procedure in a readily available and easily accessible location.