

The *EDFacts* Data Governance Board Charter

I. Purpose

The *EDFacts* Data Governance Board (EDGB or the Board), established in 2006, is an intra-agency council that resolves issues and creates the policies needed to manage the U.S. Department of Education's (ED's) asset of pre-kindergarten through grade 12 education data supplied by state or local education agencies. The purpose of the Board is best summarized by the EDGB mission—to enable data quality and data integrity by setting standards, policies and processes (including data issues resolution) for managing *EDFacts* data so that they may be used confidently.

II. Scope

The scope of the Board's authority is pre-kindergarten through grade 12 data that are a part of the *EDFacts* initiative. The functions included in this scope are:

- **Define:** Set the rules, policies, and procedures related to data management and establish the lines of communication to do so
- **Acquire:** Provide user documentation and guidance, and the resolution of data submission issue escalations to support the submission of *EDFacts* data
- **Validate:** Measure and improve the timeliness, completeness, accuracy, validity, and usability of *EDFacts* data through a system of data quality
- **Improve Usage:** Expand effective access to, and appropriate use of, *EDFacts* data

III. Principles of Conduct

The Board can effectively fulfill its purpose only when its members are unified in acting under the same principles of conduct. Board actions require members to work together in developing rules, policies, procedures and issues resolutions that will meet the various and sometimes competing interests and needs of the representative offices. The work of the Board is conducted under the following principles:

1. *EDFacts* is a shared resource
 2. EDGB-adopted rules, policies, procedures, and issues resolutions must support ED's mission
 3. EDGB actions must result in statutory/regulatory compliance
 4. Each member/office shares collective responsibility for the success of *EDFacts* and EDGB
 5. EDGB will operate under a disciplined, structured and transparent approach
 6. EDGB will be consistent across the decisions it makes
 7. EDGB requires a quorum to take action and makes decisions via consensus
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IV. Sponsorship

The Board carries out its mission and functions via authority from ED's senior leadership, expressly the Assistant Secretary of the Office of Planning, Evaluation, and Policy Development. Additionally, the Assistant Secretary or equivalent senior leader of each office represented on the Board selects the office's Board representative, expressly delegating authority to that Board member to vote and fully participate in Board meetings and decisions on behalf of the office.

V. Structure

The Board is led by a Chair, the Director of the Performance Information Management Service (PIMS) within ED's Office of Planning, Evaluation and Policy Development. Staff and contractors from PIMS make up the Data Governance Program Team that provides administration, facilitation and support services to the Board.

The membership of the Board is comprised of one representative from each of the ED offices that steward collection of *EDFacts* data, offices that advise the *EDFacts* initiative, and offices that use *EDFacts* data as a part of their defined function. These offices include:

- NCES
- PIRMS
- OCIO
- OCR
- ISU
- OELA
- OESE
- OGC
- OII
- RMS
- OPEPD
- OSDFS
- OSEP
- OVAE
- OCO
- OLCA

The Assistant Secretary, or equivalent senior leader, has full discretion in selecting an EDGB representative (and alternate, as needed), and is responsible for informing the EDGB Chair if any changes to the office's EDGB representative are made.

IV. Procedures

The Board is a member-driven decision making body that meets regularly, as determined by Board vote. The Board addresses data issues introduced by Board members via an agenda item request. If additional analysis or information is needed to develop a proposed resolution for an issue or other Board action item, the Chair may appoint a workgroup. A workgroup is not a decision making body, but is responsible for providing the Board with a recommended course of action and the information needed to support the recommendation. The Board must have a quorum present to take action. For the purposes of the Board, a quorum is defined as a number of members equal to one plus one-half of the total number of Board members. For example, at the time the Charter was adopted, there were 12 named Board representatives, so a quorum equaled 7 members. The Board makes decisions via consensus, meaning that a vote may not pass if a Board member votes in opposition to the motion being considered. An abstaining vote is not considered an opposing vote. It is not required that all Board members participate in a vote, however, a quorum or greater number of members must participate in the vote for it to be recognized as valid.

The Board conducts its business through regularly scheduled EDGB meetings. EDGB meeting agendas are developed by members submitting agenda items to the Data Governance Program Team no later than the week prior to the regularly scheduled meeting. The EDGB Chair has discretion in determining the final content of a meeting agenda. Agendas and related meeting materials are provided to Board members prior to the meeting. Conference call access to meetings is provided to allow members to participate in person or remotely. Regularly scheduled EDGB meetings are attended by members and any other interested stakeholders. A record of the participants is made for each regularly scheduled EDGB meeting and included in the meeting notes. A meeting may not begin unless a quorum of members is present (via phone or in person). No voting will take place on an issue during the first regularly scheduled EDGB meeting at which it is presented, outside of emergency situations. Votes of the Board may be conducted either in person during the regularly scheduled meeting or virtually, in between meetings. In the case of virtual voting, a timeline for submitting votes will be established during the regularly scheduled meeting directly preceding the virtual vote. Once an item is put forth for a vote, it may not be amended during the vote.

In an emergency situation the EDGB Chair is authorized to call for a virtual vote before the next regularly scheduled meeting. An emergency situation is one where the Secretary, Deputy Secretary or an Assistant Secretary informs the EDGB Chair that action is needed before the next regularly scheduled meeting. In these emergency situations the EDGB Chair will notify all EDGB members via email of the issue and the reasons why an emergency virtual vote is needed. A virtual vote scheduled in an emergency situation will be conducted the same as a virtual vote under regular situations, except that the timeline for submitting votes will be established via email.

The Board uses the OMB MAX wiki site (*EDFacts* Data Governance Board Information Space or EDGB MAX site) <https://max.omb.gov/community/x/AwOiI> to enable transparency in operation and function and to promote full participation in Board activities and decisions. The EDGB MAX site provides a central location for storing and sharing current and historical documentation of EDGB decisions and activities. All EDGB meetings are documented. Notes from regularly scheduled meetings are posted on EDGB MAX within a week of the meeting being held. Members are responsible for reviewing the notes and approving them as is or with changes via EDGB MAX. Meeting minutes are corrected, as needed, and formally adopted by the Board at the next regularly scheduled Board meeting. EDGB MAX may be used outside of EDGB meetings to take a vote, or to adopt a document, so long as at least a quorum of members participates, and the action results in consensus.

VI. Foundational Documents

The EDGB foundational documents serve as a standing reference to the operations and functions of EDGB. All foundational documents (as listed with a brief description below) are posted and maintained on the EDGB MAX site:

Document	Description
EDGB Charter	Defines EDGB and lays out the authority, principles and policies by which it operates
EDGB Mission & Goals	Defines the EDGB mission and describes the Board's annual goals.
EDGB Roles & Responsibilities	Defines the levels of stewardship for data governance and the tasks associated at each level across the four pillars of EDGB data governance: define, acquire, validate, and improve usage.
EDGB Members List	Identifies the ED offices participating in EDGB and their official Board representatives
EDFacts Data Set	Defines the official set of data that the EDFacts initiative is authorized to collect, as cleared by OMB.
Index of Data Issues	Catalogs the issues addressed by EDGB and indicates where information on the issues are found within EDGB MAX
Workgroup Decision making Framework	Lays out the principles, policies and procedures by which EDGB workgroups operate.

These documents are maintained by the Data Governance Program Team, and must receive Board approval to amend except for the Index of Data Issues and the EDGB Members List. The Index of Data Issues serves as a catalog of data issues considered and data decisions made by the Board, which is updated as new issues arise or as decisions are made. The EDGB Members List is likewise updated at anytime an Assistant Secretary or equivalent senior leader for an office makes a change in its representative to the Board.

The EDGB Charter is to be reviewed at least annually. The Board must vote to amend the EDGB Charter before a working group can be named to recommend amendments to the document at any time. Only amendments recommended by the workgroup will be considered for adoption. The EDGB Mission & Goals document is to be reviewed and updated annually, as necessary. All other documents are to be amended when and as the Board determines.

VII. Charter Adoption

This charter of the EDFacts Data Governance Board is effectively adopted by consensus of the board on November 10, 2011.

EDGB Sponsor:



Carmel Martin, Assistant Secretary
Office of Planning, Evaluation and Policy Development

EDGB Chair:



Ross Santy, Director
Performance Information Management Service

EDGB Members:



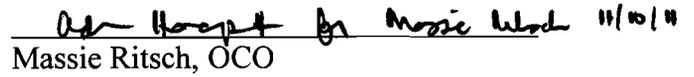
Meredith Farace, ISU



Marie Stetser, NCES



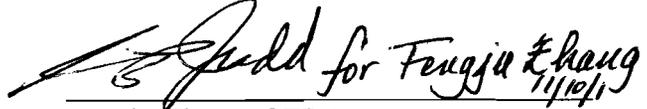
Steven Corey-Bey, OCIO


11/10/11

Massie Ritsch, OCO



Rebecca Fitch, OCR


11/10/11

Fengju Zhang, OELA



Alex Goniprow, OESE



Bucky Methfessel, OGC



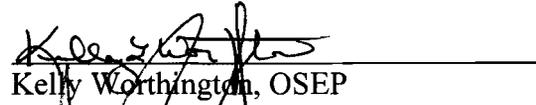
Patricia Kilby-Robb, OII



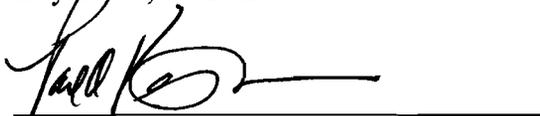
Doris Dixon, OLCA



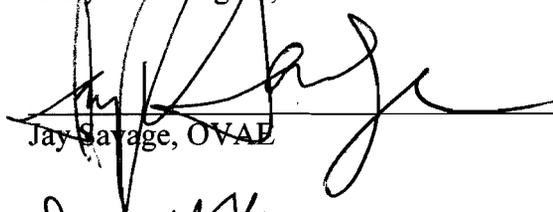
Lily Clark, OPEPD



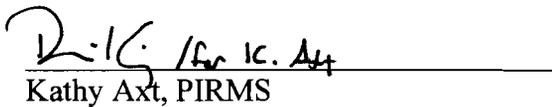
Kelly Worthington, OSEP



Paul Kesner, OSDFS



Jay Savage, OVAE



Kathy Axt, PIRMS



Jeanette Lim, RMS