



## **Data Integrity Group (DIG) Statement of Purpose and Priorities**

---

### **Background**

The accreditation visit team's report recommended that Renton Technical College develop a culture of evidence. Development of a culture of evidence requires that accurate data be collected, analyzed, and distributed. In the past, a lack of availability of data, inconsistent definitions and reporting of available data reduced the effectiveness of some of our enterprise systems. This initiative, directed at improving the accuracy and completeness of our data, will enhance our ability to assess, plan, measure, and report data. Furthermore, our Achieving the Dream coaches have recommended that the Data Integrity Group be the primary driver of all decisions and processes related to data management.

### **Purpose and Vision**

The purpose of RTC's Data Integrity Group (DIG) is to promote shared accountability among key stakeholders of data. The plan relies upon a collaborative team representing key administrative offices that help ensure data is collected, measured, and reported in an accurate and consistent manner. Data integrity initiatives support a culture of evidence by identifying key data measures and ensuring accurate and consistent production, input, and reporting of these measures. Data integrity is an on-going process that will continue to play an integral role in all departments and divisions of the college.

The group is a working committee that identifies, makes recommendations, and executes action plans that result in consistent collection and use of data in college-wide planning initiatives. This committee is comprised of members from a variety of campus departments allowing for cross-functional collaboration. Each task identified by the committee may require ad-hoc workgroups to convene subject matter experts on a particular project.

The scope of DIG is to identify, report, and resolve data inconsistencies and issues within the college's internal and external data systems.

### **Goals and Objectives**

At a minimum, DIG should address the following specific tasks:

- Outline an action plan on a yearly basis.
- Identify data issues and concerns through assessment of a diverse spectrum of campus stakeholders including faculty, staff, and administrators.
- Form procedural or policy recommendations based on results of the above assessments.
- Review, document, and recommend business process standards for data management including data definitions, data storage, privacy, and reporting.
- Monitor progress of key performance indicators and their alignment with core themes and strategic planning goals.
- Regularly review data.
- Coordinate data summits.



## **Data Integrity Group (DIG) Statement of Purpose and Priorities**

---

### **DIG Membership**

The Data Integrity Group is chaired by the Director of Institutional Research and consists of representatives from the following offices/departments:

- Institutional Advancement
- Student Services
- Enrollment Services
- Business Office
- Human Resources
- Instruction
- IT
- Financial Aid
- Faculty

Group membership will be reviewed on an annual basis to ensure representation across the college. The working group will send an open invitation to anyone on campus interested in the task of data integrity before each academic year. As data issues arise and recommendations are made, the group will seek a voting majority to move the recommendation to the appropriate council for approval and action, if applicable.

### **Chair Responsibilities:**

- Guide the committee in setting goals and objectives.
- Set meeting agendas, run meetings, and help the committee follow through on action items.
- Document and share meeting discussions, recommendations, ongoing work, and resolutions and make this information available college-wide.
- Report to the College Council, Cabinet, and Administrative groups on an “as needed” basis.

### **Member Responsibilities:**

- Attend and actively participate in DIG committee meetings.
- Manage the ad-hoc taskforce on execution of approved action plans if accountability within respective departments has been established.
- Liaise between DIG, departmental roles, councils, and other committee membership.
- Solicit feedback from departments and college subject matter experts to ensure representative feedback.

### **Meeting Schedule**

The Data Integrity Group will meet monthly. Additional meetings may be called if needed.