



Proposed Data Governance Plan

Purpose and Vision

The purpose of this data governance plan is to ensure the school provides the appropriate resources, practices, and measures to ensure the accurate and secure collection of data; and, that the data is used in a continuous fashion to measure performance and guide planning in all aspects of the school's operation, all the while keeping our stakeholders informed about our strengths and weaknesses.

Executive Summary

This data governance plan will account for leadership and support that ensures quality data is collected and used in a purposeful manner. This plan is based on the study and recommendations as presented in a data quality curriculum provided by the Pennsylvania Department of Education. While the Erie County Technical School has a strength in data as part of its culture, there are clearly opportunities for improvement in the areas of data governance, planning, policy and procedure, collection and storage, professional development, and expanded use of data in performance analysis both in terms of the organization and the students we serve.

Metadata

Metadata summarizes basic information about data, which can make finding and working with particular instances of data easier. While the Erie County Technical School has many pockets of data, the following data sets are related to key performance measures:

- 1) *Pennsylvania Information Management System (PIMS)*: Most PIMS data is contained in our student information management system, Infinite Campus. Stewards of this data include faculty members, the principal, student support staff both clerical and managerial, and campus administrative staff members. Our Information Systems and Technology Manager serves as the lead PIMS administrator, who works closely with the Director in submitting snapshots and final submissions.
- 2) *Admissions*: This basic student demographic database, related primarily to 9th graders, is initially provided to us by our participating school districts. We supplement the database with student-provided or district-provided information during the application and admissions process. The sources of this data are both electronic and paper documents. Stewards of the data include our Admissions Coordinator, guidance counselors from our participating school districts, and student support clerical staff. This data, collected and temporarily stored in an SQL database, eventually transfers into Infinite Campus and is the basis for student performance data (e.g. grades, attendance, and behavior) and PIMS submissions.
- 3) *State Standardized Testing and Mandated Reporting*: As school districts collect PSSA and Keystone data, career and technical centers collect National Occupational Competency Testing Institute (NOCTI) data. Each student that is considered a program completer is required to take a combination of an online written and a practical exam. The data from these exams are collected in two fashions –

electronically and manually. Stewardship of this data is led by our Career Guidance and Planning Coordinator in cooperation with NOCTI, based in Grand Rapids, Michigan. Local results are reported by NOCTI to the Pennsylvania Department of Education, Bureau of Career and Technical Education.

- 4) *Campus Operations*: All departments within the school have data measures they are monitored to by internal and external stakeholders. Those departments include the business office, human and quality resources, facilities, food service, technology, and customer relations (e.g. students, parents, businesses, participating school districts). Data for campus operations is collected from numerous sources, stored in a multitude of locations, involves various analyses, and serves as the basis for the school's overall performance assessment annually and historically. This component of metadata is guided by our ISO 9001:2008 Quality Management System.

Priority/Strategy	Methods and Means	Action Steps	Timeline/Deadline	Status	Responsible Parties
A. Establish a Data Governance Committee (DGC)	Select representatives from internal staff, participating school districts, and other relevant stakeholders	1. Determine who will be appropriate staff members as participants 2. Invite staff members to join the DGC 3. Have DGC approved by Joint Operating Committee	January 2016	<u>Emerging</u> i. Determinations made <u>Measure & Monitoring</u> Operating DGC with documented activity; reviewed during annual Management Review (MR)	Director and JOC
B. Create a Data Management Calendar (DMC)	Based on PIMS data collection calendar and other relevant activities	1. Review current PIMS Calendar 2. Identify local, relevant dates 3. Create local calendar with checkpoints 4. Publish and monitor schedule	February 2016	<u>Emerging</u> i. PIMS calendar reviewed ii. Local relevant dates identified <u>Measure & Monitoring</u> A DMC with adherence, subject to internal audit, and reviewed during MR	Director, IST Manager, and DGC

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C. Conduct a Policy Review	Data management policies reviewed in conjunction with overall policy review by PSBA Policy Management Service	1. Allocate financial resources 2. Contract with PSBA 3. Revise and adopt policies as necessary 4. JOC approval of policies	Academic Year 2016-2017	<u>Emerging</u> i. Policy review placed in 2016-2017 budget <u>Measure & Monitoring</u> Update-to-date policies	Director, Business Manager, and PSBA
D. Conduct a Procedures Review	Procedure review with revision and creation of relevant work instructions	1. Identify key processes 2. Check for existing work instructions related to key processes 3. Create work instructions as necessary 4. Review existing work instructions 5. Publish work instructions 6. Communicate availability of work instructions 7. Train staff on work instructions	June, July, August 2016	<u>Not in Place</u> <u>Measure & Monitoring</u> Data management and quality manual incorporating and reviewed during MR	DGC and other staff members as appropriate
E. Create a Data Inventory	Identify and document existing data sources and locations	1. Identify sources of metadata 2. Record location, size, backup source 3. Assess security and recovery status of inventory 4. Compose master data inventory document	July 2016	<u>Not in Place</u> <u>Measure & Monitoring</u> Documented inventory, subject to internal audit, and reviewed during MR	IST Manager, Coordinator for Human & Quality Resources (CHQR), and Director
F. Conduct Professional Development	Enhance data collection and security; build upon the campus-wide culture of data quality, data analysis, and data-centered decision-making	1. Assess development needs through a data quality and management assessment 2. Locate training providers or develop course content based on identified needs 3. Conduct professional development activities 4. Monitor procedures and culture	April 2016 and ongoing	<u>Emerging</u> <u>Measure & Monitoring</u> Schedule of trainings, log of participation, subject to internal audit, and reviewed during MR	Professional Development Committee and CHQR

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G. Enhance Key Indicators of Performance Success (KIPS) and data analysis practices	Fine tune current measures, data sources, and analysis	1. Review existing measures as part of management review 2. Identify opportunities for improvement 3. Make changes accordingly	Academic Year 2016-2017	Area of Strength <u>Measure & Monitoring</u> KIPS updated and reviewed during MR	Director, CHQR, and administrative staff members
H. Expand Key Indicators of Performance Success with appropriate data analysis practices	Include other functional areas in key measures of performance	1. Review existing measures as part of management review 2. Identify opportunities for improvement 3. Make changes accordingly	Academic Year 2016-2017	Not in Place <u>Measure & Monitoring</u> KIPS expanded and reviewed during MR	Director, CHQR, and administrative staff members

Document Information

History:

1. Creation Date: December 19, 2015
2. Revision Date: December 26, 2015

Location: S:\Technology\Data Quality\ErieCountyTechnicalSchoolDataGovernancePlan.docx.docx