PROCEDURE NUMBER:	UNIV 1.51 Procedure
SECTION:	Division of Information Technology
SUBJECT:	Data Information and Governance
DATE:	June 30, 2016
REVISION:	March 20, 2025
Procedure for:	USC System
Authorized by:	Vice President for Information Technology and Chief Information Officer
Issued by:	Division of Information Technology – VPCIO Office

Procedure

The Division of Information Technology, VPCIO Office, will ensure compliance with UNIV 1.51. This procedure is applicable to campuses, units, departments, centers, and administrators at the University who are involved with the USC System. The purpose of this procedure is to supplement the associated policy by providing additional detail regarding Data and Information Governance.

A. Implementation and Administration

The Office of the Vice President for IT and CIO or designee is responsible for system-wide administration of this policy; the framework and programs are supported by organizations, organizational units, personnel, and systems, working in concert to continuously improve practices, adherence, and issue resolution. The framework's programs are:

1. Data Standards, Quality and Integrity Assurance

2. Data Stewardship

3. Analytics & Business Intelligence

B. Oversight

The Office of the Vice President for IT and CIO or designee shall establish organizations for data and information governance, including but not limited to establishing goals and key performance indicators that align data governance to the USC System's strategic priorities and initiatives.

History of Revisions:

DATE OF REVISION	REASON FOR REVISION
June 30, 2016	Revised to clarify the intended scope of the policy; to provide a definition for University Data; and to reference Enterprise Data Standard 1.07 – University Data Identification Guide (posted as draft). Item I.A.7 ensures system implementations include data governance practices from inception and that system upgrades consider such practices wherever practical.
February 9, 2018	Non-substantive corrections to web addresses for referenced documents, 2/9/2018
December 13, 2019	Revised to place responsibility for Identity & Access Management with a different unit in DoIT, to rename the program now called Business Intelligence and Analytics, and to place oversight of data and information governance on the IT Executive Board rather than a Data & Information Strategy Council. Other minor revisions are included, including reformat to the current policy template.
March 20, 2025	Removed use of assets, which posed confusion. Amplified the complexity and rigor of Data Steward consideration for data sharing requests, adding emphasis to weighing expected value for university constituents operations against potential risks. Updated language for conciseness and confirmed all linked ULRs in document. “Chief Data Officer” was replaced with the “Office of the Vice President for IT and CIO or designee” Added a definition for Artificial Intelligence (AI)