



## Charter – Business Intelligence Council

Effective September 1, 2019

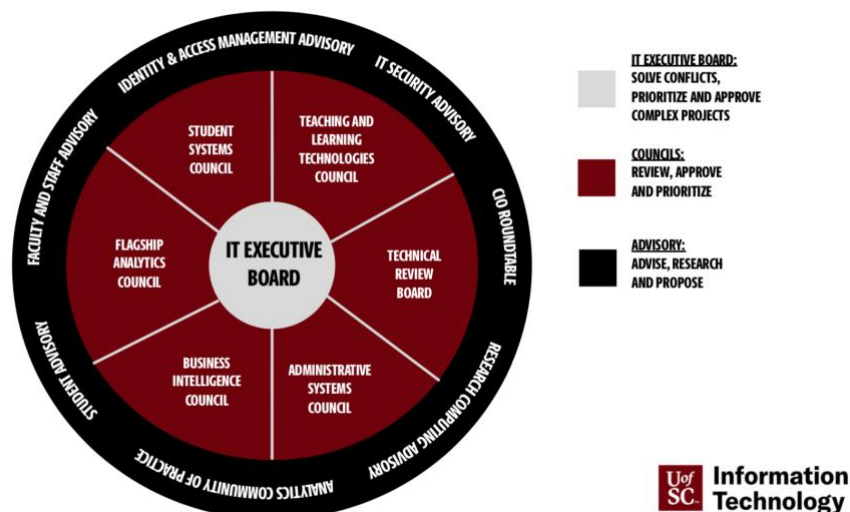
### **Purpose:**

The Business Intelligence Council (BIC) is a decision making body that provides strategic, cross-functional expertise, leadership, and collaboration to improve the use of data and information across the University of South Carolina. The Council guides improvements to access, quality, and understanding of University Data by coordinating stakeholders among the three Core Data Domains: Financials, Human Resources, and Student. The Council will:

- Ensure university decision makers have the data and information they need in a timely manner, that is available in a consumable, usable format, complemented by standard tools, approved data sources, and data definitions
- Mature data reporting and analysis partnerships across the UofSC system to establish leading practices and build a data-driven culture
- Establish standard roles and responsibilities for various units, achieve efficiencies, and identify current and future resource needs to improve Business Intelligence capabilities
- Continuously assess the Business Intelligence program, evaluate progress, areas for improvement, and performance of external service providers and platform(s)

### **Scope:**

The BIC serves and represents the entire UofSC System and is a component of a broader IT governance framework (below). The Council is designed to elevate institutional research offices in facilitating and fulfilling the strategic data and information needs of their respective campus(es).



### **Membership:**

Program Manager: Business Intelligence Strategist, Division of Information Technology

Ex Officio Members – the singular, highest ranking Institutional Research/Institutional Effectiveness Executive for:

1. USC Aiken
2. USC Beaufort



3. USC Columbia
4. Palmetto College
5. USC Upstate

Core Data Domain Strategic Leads – appointed annually by the Chief Data Officer, in consultation with the appropriate Vice President:

1. AVP for Finance
2. AVP for Human Resources
3. AVP for Student Affairs & Academic Support

Members may not delegate their membership, nor engage a proxy; in the event of vacancy, the individual to whom the member reports may name an interim member.

The Council selects its Chair annually among the Ex Officio Members.

**Processes:**

- Charter – this Charter may be amended by the BI Council, subject to approval by the Vice President for Information Technology and Chief Information Officer, and/or the IT Executive Board.
- Meeting Frequency – The BIC meets four times a year. Additional meetings may be scheduled as needed. The Chair facilitates meetings that may use any conducive format, including in-person, tele- or web-conference. Meetings are open to Council members and invited guests or advisors.
- Agenda – The Program Manager will collect items and publish an agenda in advance of the meeting. Any member may request item(s) be placed on the agenda.
- Quorum – A quorum is needed only for matters requiring a formal decision; a quorum exists when more than half of the voting members are actively involved in decisions.
- Voting and Decisions – Each member has one vote on decision-making matters and may cast in-person, remotely by voice or text, or written correspondence, including email. However, the Program Manager votes only on matters where a tie would otherwise occur. Majority of votes cast determines decisions.
- Documentation – All formal discussions, decisions, and actions will be documented and provided to the Chief Data Officer and communicated to the university community.