



Charter – Analytics Community of Practice

Effective September 1, 2019

Purpose:

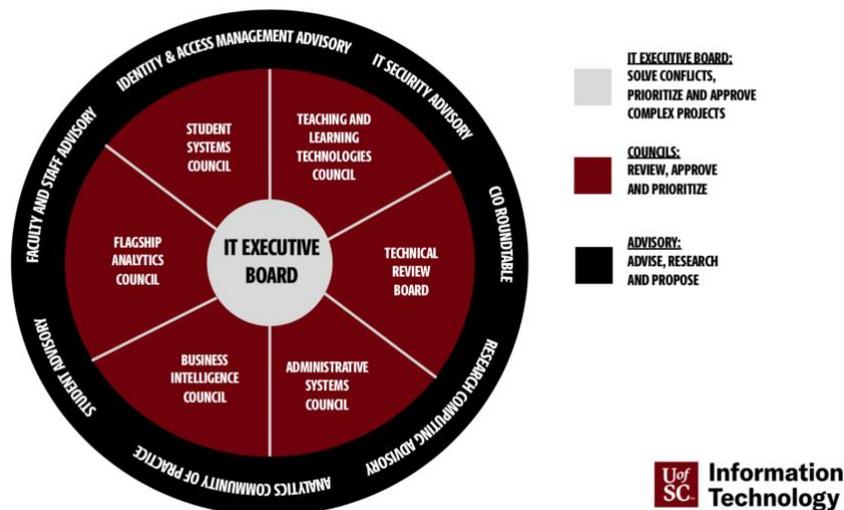
The Carolina Analytics Community of Practice (CACOP) is an informal group of colleagues from all eight campuses in the University of South Carolina system, including Palmetto College. We welcome students, faculty, administrators, and staff to meet and engage with colleagues who share interest in analytics or who bear responsibility for analytics. The community is sponsored by the Division of Information Technology and is designed to be “member-owned and operated” by colleagues from all USC campuses, divisions, organizational units, and job roles.

The community will:

- Communicate and share the vision and value of reporting analytics broadly, regularly and positively.
- Embrace data reporting and analysis partnerships across the UofSC System to establish and share leading practices and build a data-driven culture.
- Regularly engage members to share learnings on how a campus, division, or organizational unit use reporting and analytics to improve student outcomes and enhance operational effectiveness.
- Increase awareness of technology tools and resources available to data users throughout the UofSC system.

Scope:

The (CACOP) serves and represents the entire UofSC System and is a component of a broader IT governance framework (below). The Council is designed to build momentum for the growing use of reporting and analytics by staff members of their respective campus(es), at all levels.





Membership:

Program Manager: Business Intelligence Strategist, Division of Information Technology

Members may join the group by submitting a form found on the Division of Information Technology's Data website.

The Council Chair is selected annually at the first meeting; any member is eligible for election.

Processes:

- Charter – This Charter may be amended by the Carolina Analytics Community of Practice Council, subject to approval by the Business Intelligence Strategist for Information Technology.
- Meeting Frequency – The CACOP will have the opportunity to meet at various scheduled working events, networking occasions, and organized learning sessions. Additional meetings may be scheduled by members as needed. The Program Manager facilitates meetings that may use any conducive format, including in-person, tele- or web-conference. Meetings are open to all community 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 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.