



Charter – Flagship Analytics Council

Effective September 15, 2019

Purpose:

The Flagship Analytics Council (FAC) has review and decision-making authority for analytics and business intelligence initiatives for the USC Columbia campus, its colleges, schools, and key divisions, and Palmetto College. The FAC is the governance body that provides direction to accelerate and promote the use and availability of high-quality data and information, through the delivery and practice of strategic and tactical business intelligence, analytics, and reporting.

Scope:

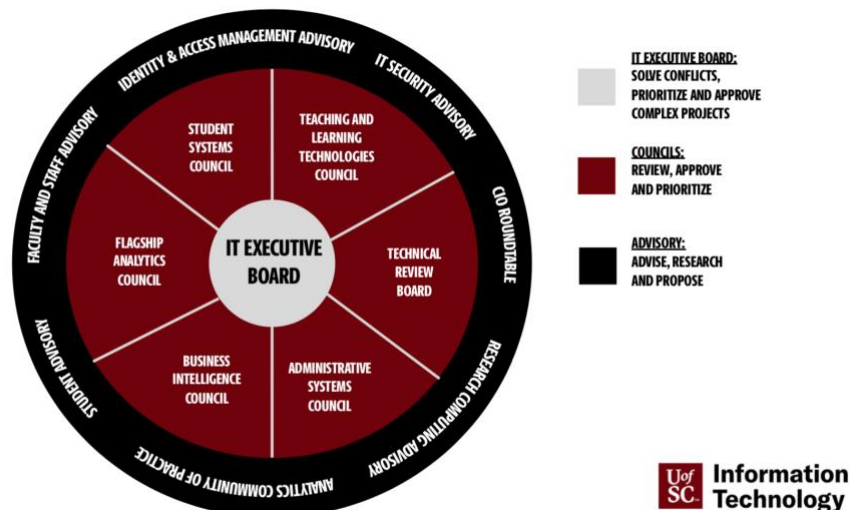
Institutional Scope. The FAC is designed to elevate and address the data and information needs of academic units and key administrative divisions attached to UofSC’s flagship campus. FAC considers and orchestrates many competing and complementary concerns and demands, determines commitments, and prioritizes resources to define, design, and produce data and information deliverables. By design, FAC does not include the Comprehensive Universities (Aiken, Beaufort, and Upstate), each of which is autonomous in governing its respective BI/analytics prerogatives.

Action Scope. The FAC is a decision-making organization that governs BI/analytics proposals, projects, and programs under its jurisdiction through:

- Intake processes
- Review, clarification, & refinement of proposals
- Approve, deny, rework, and/or table proposals
- Prioritize and sequence execution of approved proposals as projects and/or programs
- Quality assurance and endorsement of outputs and deliverables
- Identifying risks, issues, and resource needs to improve capabilities

Structure:

The FAC functions under the auspices of the Business Intelligence Council to govern BI/analytics proposals for Columbia-affiliated units.





Membership:

Program Manager: Business Intelligence Strategist, Division of Information Technology

Membership by annual appointment of an Academic Dean (one each)

- 16 colleges & schools
- 4 Palmetto College campuses

Membership by annual appointment of one person by select Vice Presidents and Chief Officers with oversight of these functions:

1. Academic Affairs & Provost
2. Administration (Chief Operating Officer)
3. Advancement
4. Facilities & Transportation
5. Finance
6. Government Relations
7. Human Resources
8. Information Technology
9. Student Affairs

Members may not delegate their membership but may engage a proxy on occasion; in the event of vacancy, the individual to whom a member reports may name an interim member.

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

Process:

- Charter – This Charter may be amended by the Council, subject to approval by the Chief Data Officer and/or the Vice President for Information Technology and Chief Information Officer.
- Meetings –FAC meets on a monthly basis and additional meetings may be established by the membership 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 agenda items and distribute/share an agenda in advance; the agenda may also be populated automatically with new BI/analytics proposals. Any member may request item(s) be placed on the agenda. Meetings may be canceled when a dearth of agenda items warrant.
- Quorum – A quorum is needed only for matters requiring a formal decision; a quorum exists when more than half the members actively vote.
- Voting and Decisions – Each member has one vote on decision-making matters and may vote 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 discussions, decisions, and actions will be documented, retained, and put into action by the Business Intelligence Strategist.