

**SOUTH CAROLINA EARLY CHILDHOOD INTEGRATED DATA SYSTEM**  
DATA GOVERNANCE MANUAL

Number: Title	###: Data Governance Work Group Meetings		
Approved by	Early Childhood Advisory Council	Approved Date	June 20, 2024

**POLICY STATEMENT**

The South Carolina (SC) Early Childhood Advisory Council (ECAC), as the governing body of the South Carolina Early Childhood Integrated Data System (ECIDS), is committed to ensuring the success of the SC ECIDS through regular meetings of data governance work groups (DGWGs). These regular meetings allow for forward progress of the SC ECIDS in between ECAC meetings.

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**PURPOSE**

The purpose of the DGWG meeting policy is to outline the meeting frequency, participation expectations, and sub-committee needs that might arise to ensure that each DGWG is working collaboratively to ensure the success of the SC ECIDS.

**SCOPE**

This policy covers all data governance related meetings convened for SC ECIDS' current and future initiatives.

**DEFINITIONS**

- **Data Governance Coordinator:** The staff person at the ECAC facilitating data governance for SC ECIDS
- **Participating programs:** Programs that have signed all necessary agreements to participate in SC ECIDS initiatives, such as the Early Learning Extension (ELE) or Palmetto Drive to Five (Pdt5) efforts. (See "Program Participation Policy")

**ROLES AND RESPONSIBILITIES**

- The Data Governance Coordinator is responsible for convening and facilitating data governance work group meetings.
- Data governance work group members are expected to actively participate in scheduled meetings to operationalize the ECIDS.

**PROCEDURES**

Meeting Frequency.

Each DGWG will meet monthly for a maximum of two hours. Monthly meetings will occur on the same day and time each month, and this schedule will be decided on at the beginning of the calendar year, taking into account holidays and other potential scheduling conflicts.

DGWG Scheduled Meeting Format

The format of DGWG scheduled meetings will be announced one month in advance. For the most part, the meetings will be virtual, but at times, agenda items or certain topics may call for other formats.

Designees

If a member of the DGWG is unable to attend a meeting, they can send a designee in their place at the approval of the Data Governance Coordinator. If a member sends a designee, it is the member's responsibility to read the meeting documentation, as well as coordinate with the designee and/or Data Governance Coordinator on any material missed.

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### DGWG Scheduled Meeting Documentation

Monthly meetings will have an agenda that is made available to the DGWG at least 24 hours ahead of time. Meeting notes will be circulated by the facilitator within five business days of the meeting.

### Decision-Making in DGWG Scheduled Meetings

Per the Decision-Making Policy, decisions will not be made in meetings. Meetings will be spent going over information and discussing necessary items. Participating programs will submit their final approvals or disapprovals of decisions via an online form outside of meetings.

### One-on-One Meetings with Data Governance Coordinator

Members of the DGWG and anyone from a participating or interested program is encouraged to request an ad hoc or standing meeting with the Data Governance Coordinator.

### Presenting Items to ECAC

The Data Governance Coordinator will be responsible for escalating items to the ECAC at one of their standing bimonthly meetings.

### **REVISION HISTORY**

Responsible Party	Reason for Change	Date	Version
Chelsea Richard	Revision 1 of policy shared with DGWG	April 2, 2024	1.1
Chelsea Richard	Original version of policy shared with DGWG	March 4, 2024	1