Course Information

Credit Hours: 3
Elective for graduate and undergraduate new media and informatics degrees and other programs, including the for-credit and non-credit paralegal programs.

Prerequisites: None

Faculty

Lisa J. Berry-Tayman, J.D, CIPP/US, CIPM, CIPT, CIPP/C
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Office Hours

By appointment only.

Course Description

Corporate governance refers to the processes and practices by which corporations are controlled and directed. In the informatics, our world of corporate governance centers on information governance (IG). This new course explores the connection between corporate governance and information governance, the expectations corporate governance has on the information governance program, how IG helps manage corporate risk, the policies build the IG program, and the use of technology to enforce policies.

Core Competencies

Upon completion of the course, students will know how to:

- Define Information Governance (IG).
- Articulate how IG works within the framework of corporate governance and identifies the differences between IG, data governance, and IT governance
- Discuss implications of information governance within key impact areas of privacy, security, legal functions, information technology, and information management.
- Articulate business considerations and key stakeholders for IG program
- Apply information governance best practices to create and perform an information governance risk assessment
- Recognize areas of IG needs based on assessment, including policy deficiencies and needs
- Take action to devise an IG policy based on IG risk assessment results
- Articulate how IG is handled in a variety of delivery platforms
- Describe long-term IG program issues
- Anticipate how IG will affect their careers in and around informatics

IUPUI Principles of Undergraduate Learning (PUL)

Student performance in each course should be assessed based on learning outcomes in the following areas:

- Core communication: written, oral and visual skills [IA]
- Core communication: quantitative skills [IB]
- Core communication: information resources skills [1C]
• Critical thinking [2]
• Integration and application of knowledge [3]
• Intellectual depth, breadth, and adaptiveness [4]
• Understanding society and culture [5]
• Values and ethics [6]

Faculty are required to designate a PUL of Major, Moderate and Some Importance for every course in the undergraduate curriculum. For I400 Information Governance, the PULs are:

• Major Importance: Critical Thinking, Application of Knowledge and Core Communication – written, oral and visual skills
• Moderate Importance: Core Communication - Information Resources Skills and Intellectual Adaptiveness
• Some Importance: Core Communication – Quantitative Skills

Expectations/Guidelines/Policies

Assignments are due by the stated deadline. **No late work will be accepted unless you receive prior written approval from me via email.** You must request an extension by email, and if approved, you will receive approval by email.

There is no final examination for this course. **No extra credit assignments will be given.**

Please note that to be granted an Incomplete, you must have completed at least 75% of the course requirements. This is a campus policy.

This course requires regular participation in the weekly discussion questions. **If you fail to respond to the discussion questions as assigned during the first four weeks of the semester, you may be withdrawn.** Administrative withdrawal may have academic, financial and financial aid implications. Administrative withdrawal will take place after the full refund period, and if you are administratively withdrawn from the course, you will not be eligible for a tuition refund.

Work must be your own, and it must be identified as such. Work of others, such as quotes used in a paper, must be properly identified and cited. You must state answers to assignments in your own words. Do not cut and paste text from modules, websites, databases, or other materials. Studying together is encouraged; however, sharing significant amounts of work or presenting the work of others as your own is not allowed.

According to campus policy, your assignments will only be retained for one month after they are graded, and I reserve the option to dispose of them after that time. If you want your graded assignments back, please notify me and arrangements will be made.

Regulations, policies, guidelines, requirements and updates are to be followed, including those of Indiana University, IUPUI and the School of Informatics. This includes those that are printed in the IUPUI Fall 2015 Class Schedule, the IUPUI Campus Bulletin, posted or referenced in the course's website on OnCourse or Canvas, posted in a classroom, laboratory, office or other campus building or those presented or noted by faculty and staff members.

Emergency Preparedness at IUPUI

Safety on IUPUI's campus is everyone's responsibility. Know what to do in the event of an emergency so that you can protect yourself and others. For specific information, please visit the Emergency Preparedness website.

Course Management

OnCourse

There are no class meeting times per se for this course. Instead, online courses are conducted using OnCourse. This is a 400-level 3-credit hour course, and we cover a great deal of material, so you can expect to be at least as busy as you would be in a course that meets face-to-face every week. Advice: Stay organized. Use the Course Calendar. Keep up with the assigned materials, including the mini-lectures.
Course Modules

The course will be divided into weekly modules. Each module will officially begin on Mondays. Modules will officially end at noon on Saturdays. Once a module is posted, it will be available through the semester for review.

For most modules, there will be a reading assignment. Most reading assignments will be from the course textbooks; however, other materials may be uploaded or links provided. For some modules, there may be guest lectures or on-line demonstrations.

For most modules, there will a mini-lecture. The lecture will not be a review of the reading materials. The lecture may cover materials not found in the reading assignments. You are still responsible for the lectured material.

For each module, there will be a discussion question. The discussion questions will be based on the reading assignment, the guest lecture or on-line demonstrations, mini-lecture, and/or project work. Your answer to the discussion question is due by noon on Saturdays.

Questions

If you have questions, email me through OnCourse or at ljberryt@iupui.edu.

Required Textbooks:


The textbook may be supplemented with readings from business, legal and technology journals, PowerPoint presentations, websites and sample forms, templates, and agreements. This material will be posted on OnCourse or linked to specific modules.

Equipment Needed

Because this is an online course delivered through OnCourse, you will need weekly access to a computer and a sufficiently stable network to handle large files. You will need to be able to listen to podcasts, view PowerPoint presentations and short videos, open PDF documents, create Powerpoint or other types of presentations, search the internet, and utilize free web conferencing tools.

Grading Information

There are 155 points total in the course.

Weekly Discussion Questions – 30 points total (2 points per weekly discussion question – due Saturdays by noon) –

Best Practices and Risk Assessment – 40 points total
Drafting IG Best Practices – 10 points
Drafting IG Risk Assessment – 10 points
Drafting IG Risk Assessment Report for Client – 10 points
Reviewing Assessment with Client and Professor – 10 points

Policy Creation – 20 points total
Drafting Policy – 10 points
Reviewing Policy with Client and Professor – 10 points

Client Grade for Risk Assessment & Policy Creation – 65 points

The grade book function in OnCourse will be used to post grades and provide feedback on assignments.
Course Schedule Details

Module 1: Week of August 24th
Topic: Introduction of Information Governance (IG)
Reading Assignment: Chapters 1-2, and Glossary
Project: N/A
Client: N/A

Module 2: Week of August 31st
Topic: IG & Legal; IG & Information Management; IG & IT; IG & Privacy/Security
Reading Assignment: Chapters 8-11
Project: Begin Drafting 30-40 IG Best Practices
Client: Find Client

Module 3: Week of Sept. 7th
Topic: IG Best Practices
Reading Assignment: Chapter 5; Research & Review Articles on IG Best Practices
Project: Draft 30-40 IG Best Practices (Due: Sept 12th at noon)
Client: Pick Client; Set Introduction Meeting

Module 4: Week of Sept. 14th
Topic: ROI of IG
Reading Assignment: Chapter 7, See Resources Folder for Module for Additional Reading
Client: Pick Client; Set Introduction Meeting

Module 5: Week of Sept. 21st
Topic: Risk Assessment
Reading Assignment: Chapters 3-4; Research & Review articles on Risk Assessment styles on the internet
Project: Draft Risk Assessment Using Your IG Best Practices (Due: Sept. 26th at noon)
Client: N/A

Module 6: Week of Sept. 28th
Topic: IG for Delivery Platforms
Reading Assignment: Chapters 12 & 13
Project: Revise Risk Assessment
Client: Set Meeting with Client during Week of Oct. 5, 12th or 19th to Perform Risk Assessment

Module 7: Week of Oct. 5th
Topic: IG Delivery Platforms
Reading Assignment: Chapters 14 - 16
Project: Revise Risk Assessment; Perform Assessment; Prepare Draft Assessment Report
Client: Meet with Client and Perform Assessment

Module 8: Week of Oct. 12th
Topic: IG Authoritative Guide
Reading Assignment: See Resources Folder for Module for Reading
Project: Perform Assessment; Prepare Draft Assessment Report
Client: Meet with Client and Perform Assessment; Set Meeting for Week of Nov. 2nd to Review Assessment Results with Client and Professor

Module 9: Week of Oct. 19th
Topic: IG & IoT and Big Data
Reading Assignment: See Resources Folder for Module for Reading
Project: Perform Assessment; Prepare Draft Assessment Report (Draft Report Due: Oct. 24rd at noon)
Client: Meet with Client and Perform Assessment; Set Meeting for Week of Nov. 2nd to Review Assessment Results with Client and Professor

Module 10: Week of Oct. 26th
Topic: Policy Writing
Module 11: Week of Nov. 2\textsuperscript{nd}
Topic: Information Organization – Taxonomies & Metadata
Reading Assignment: Appendix A; Research and Review Articles on Policy Writing from the Internet
Project: Draft Policy
Client: Meet with Client and Professor to Review Assessment Results and the Recommended Policy to Be Developed

Module 12: Week of Nov. 9\textsuperscript{th}
Topic: IG Technologies
Reading Assignment:
Project: Draft Policy (Due: November 14\textsuperscript{th} at noon)
Client: Set Meeting for Week of Nov. 30\textsuperscript{th} to Review Final Draft of Policy with Client and Professor

Module 13: Week of Nov. 16\textsuperscript{th}
Topic: Maintaining IG Program and Long Term IG Program Issues
Reading Assignment: Chapter 17-18
Project: Revise Policy
Client: Set Meeting for Week of Nov. 30\textsuperscript{th} to Review Final Draft of Policy with Client and Professor

Module 14: Week of Nov. 23\textsuperscript{rd}
Topic: Enjoy Thanksgiving!
Reading Assignment:
Project:
Client:

Module 15: Week of Nov. 30\textsuperscript{th}
Topic: Future of IG
Reading Assignment: See Resources Folder for Module for Reading
Project: N/A
Client: Review Policy with Client and Professor

Module 16: Week of Dec. 7\textsuperscript{th}
Topic: IG Resources
Reading Assignment: See Resources Folder for Module for Reading
Project: Close Projects.
Client: Thank client via phone/email

No Final Examination for this Course.