

## UPRAVLJANJE INFORMACIJ

### UČNI NAČRT PREDMETA/COURSE SYLLABUS

<b>Predmet:</b>	UPRAVLJANJE INFORMACIJ
<b>Course title:</b>	INFORMATION GOVERNANCE
<b>Članica nosilka/UL</b>	UL FU
<b>Member:</b>	

Študijski programi in stopnja	Študijska smer	Letnik	Semestri	Izbirnost
Uprava - Upravljanje javnega sektorja, druga stopnja, magistrski	Ni členitve (študijski program)	1. letnik	1. semester, 2. semester	izbirni

Univerzitetna koda predmeta/University course code:	0068412
Koda učne enote na članici/UL Member course code:	2008

Predavanja /Lectures	Seminar /Seminar	Vaje /Tutorials	Klinične vaje /Clinical tutorials	Druge oblike študija /Other forms of study	Samostojno delo /Individual student work	ECTS
21	11			88	60	6

Nosilec predmeta/Lecturer:	Mitja Dečman
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Vrsta predmeta/Course type:	OBVEZNO IZBIRNI 1. LETNIK - 2. del/CORE ELECTIVE - 2. part
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Jeziki/Languages:	Predavanja/Lectures:	Angleščina, Slovenščina
	Vaje/Tutorial:	

Pogoji za vključitev v delo oz. za opravljanje študijskih obveznosti:	Prerequisites:
Ni pogojev.	No prerequisites.

Vsebina:	Content (Syllabus outline):
1. Uvod v upravljanje informacij (UI) 2. UI in pravni vidik; 3. UI in informacijska tehnologija; 4. UI in zasebnost in varnost 5. UI in platforme storitev 6. UI in internet stvari ter masovnih podatkov 7. Politike UI 8. Organiziranje informacij – taksonomije in metapodatki 9. Tehnologije UI 10. Vzdrževanje UI in trajnostni vidiki 11. Dobre prakse – študij primerja 12. Prihodnost UI	1. Introduction of Information Governance (IG) 2. Information Governance & Legal aspects; 3. Information Governance & Information Technology; 4. Information Governance & Privacy/Security 5. Information Governance for Delivery Platforms 6. Information Governance & Internet of Things and Big Data 7. Policy Writing 8. Information Organization – Taxonomies & Metadata 9. Information Governance Technologies 10. Maintaining Information Governance Program and Long Term Information Governance Program Issues 11. Information Governance Best Practices 12. Future of Information Governance

**Temeljna literatura in viri/Readings:**

1. Smallwood, R. F. (2019), *Information Governance: concepts, strategies, and best practices*, Wiley CIO Series, Hoboken: New Jersey
2. Saffady, W., (2021), *Records and Information Management: Fundamentals of Professional Practice*, Rowman & Littlefield Publishers: London
3. DEČMAN, Mitja (2023). *Upravljanje informacij*, prosojnice. Fakulteta za upravo, Ljubljana.
4. Vsebine v spletni učilnici.

**Cilji in kompetence:****Cilji:**

- študent razume Upravljanje informacij (UI) in povezovanje s korporativnim upravljanjem
- študenta usposobimo, da artikulira kako upravljanje informacij deluje in razlikuje med UI, upravljanje podatkov in upravljanjem informacijske tehnologije
- študent usposobimo, da razume poslovne vidike UI in ključne deležnike programa UI
- študentu damo možnost, da prepozna področja potreb UI na bazi sistema vrednotenja, vključujuč pomanjkljivosti politik in potreb
- študentu damo možnost, da zna artikulirati, kako UI obvladujemo z različnimi platformami
- študent zna opredeliti dolgoročne vidike UI

**Kompetence:**

- sposobnost diskusije o implikacijah UI znotraj ključnih področij učinkovanja, to je področij varnosti, zasebnosti, prava in tehnologije
- sposobnost aplikacije UI in dobrih praks za kreiranje in evalvacijo UI
- zmožnost evalvacije tehnologij za UI in okolj, v katere jih lahko apliciramo
- obvladovanje načrtovanja trajnostnega vidika UI

**Objectives and competences:****Objectives:**

- student understands the role of Information Governance (IG) and its connection to corporate governance.
- students are prepared to articulate how IG works within the framework of corporate governance and identifies the differences between IG, data governance, and IT governance
- students are enabled to understand business considerations and key stakeholders for IG program
- student is given a possibility to recognize areas of IG needs based on assessment, including policy deficiencies and needs
- student is given a chance to articulate how IG is handled in a variety of delivery platforms
- student can describe long-term IG program issues

**Competences:**

- ability to discuss implications of information governance within key impact areas of privacy, security, legal functions and information technology.
- ability to apply information governance best practices to create and perform an information governance assessment
- ability to evaluate information technologies for IG and applicable environments
- ability to plan UI through long term perception

**Predvideni študijski rezultati:****Študent bo:**

- razlikovati med UI in upravljanjem dokumentov
- identificirati deležnike UI in njihove vloge
- analizirati UI s pravnega, varnostnega in zasebnostnega vidika
- debatirati o vlogi in pomenu UI v različnih tehnoloških okoljih
- povzeti bistvene izzive UI v javnem sektorju skozi različne primere

**Intended learning outcomes:****Student will be able to:**

- differentiate
- identify stakeholders of IG and their roles
- analyze IG from the legal viewpoint, privacy and security
- debate on role and significance of IG in different technological environments
- summarize main challenges of IG in public sector through different cases

**Metode poučevanja in učenja:**

1. priprava študenta na predavanja
2. predavanje
3. seminarska naloga
4. skupinska predstavitev

**Learning and teaching methods:**

1. student preparations for lectures
2. lecture
3. seminar paper
4. group presentation

5. e-učenje	5. e-learning
6. študija primera	6. case study
7. raziskovalno delo	7. research work

Načini ocenjevanja:	Delež/Weight	Assessment:
1. izpit: pisni ali ustni izpit	60,00 %	1. exam: written or spoken exam
2. seminarska naloga in pripadajoče aktivnosti ter zagovor dela	40,00 %	2. seminar work, corresponding activities and oral presentation
Končno oceno predmeta lahko študent dobi, če zadosti sledečim pogojem: pisni ali ustni izpit mora biti pozitiven (več kot 50 %).		To get the final grade the following condition must be met: Written or spoken exam must be positive (more than 50 %).

Ocenjevalna lestvica:	Grading system:
5 - 10, pri čemer velja, da je pozitivna ocena od 6 - 10	5 - 10, a student passes the exam if he is graded from 6 to 10

#### Reference nosilca/Lecturer's references:

1. Decman, M. & Kozel, E. (2023). Examining the Impacts of Technology and Trust on I-Voting Acceptance in the COVID-19 Aftermath. *International Journal of Electronic Government Research (IJEGR)*, 19(1), 1-23. <http://doi.org/10.4018/IJEGR.327454>
2. DEBELJAK, Arian, DEČMAN, Mitja. Digital transformation of Slovenian urban municipalities : a quantitative report on the impact of municipality population size on digital maturity. *NSIP Acee journal of public administration and policy*. December 2022, vol. 15, iss. 2, str. 25-51. ISSN 1338-4309. <https://sciendo.com/article/10.2478/nispa-2022-0012>, <https://repositorij.uni-lj.si/IzpisGradiva.php?id=143814>, DOI: [10.2478/nispa-2022-0012](https://doi.org/10.2478/nispa-2022-0012). [COBISS.SI-ID [137164291](#)]
3. JUKIĆ, Tina, PEVCIN, Primož, BENČINA, Jože, DEČMAN, Mitja, VRBEK, Sanja. Collaborative innovation in public administration : Elektronski vir : theoretical background and research trends of co-production and co-creation. *Administrative sciences*. 2019, vol. 9, iss. 4, str. 1-17, ilustr. ISSN 2076-3387. <https://www.mdpi.com/2076-3387/9/4>, <https://repositorij.uni-lj.si/IzpisGradiva.php?id=132759>, DOI: [10.3390/admisci9040090](https://doi.org/10.3390/admisci9040090). [COBISS.SI-ID [5373614](#)]