

Dixie State University Policy

121 Institutional Data



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I. Purpose

- 1.1 This policy characterizes institutional data as a strategic university asset by definition, practice, and intent. It establishes that institutional data is owned by the University and not by persons, departments, or other units within the institution, and gives responsibility to the Office of Institutional Effectiveness (OIE) as the central source for dissemination of institutional data. This policy works in conjunction with Policy 120: Institutional Data Governance to enhance the usage, quality, integrity, documentation, and definitions of institutional data.

II. Scope

- 2.1 This policy applies to all institutional data, whether individually-controlled or shared, standalone, or networked. Institutional data is subject to additional information security standards as outlined in Policy 463: Information Technology Security.
- 2.2 Institutional data is data that resides in, or is generated as a result of utilizing enterprise transactional systems. See Policy 120: Institutional Data Governance section 4.3.4 for data systems covered by this policy.

III. Definitions

- 3.1 ***Institutional Data***: All data elements relevant to operations, unit-level planning and management of any unit, data that are reported or used in official University reports, and data that resides in or is generated as a result of utilizing enterprise transactional systems.
- 3.2 ***Curated Data Source***: A data source where the data and the corresponding data lineage has been managed, integrated, and approved by the Office of

Institutional Effectiveness and vetted by the Institutional Data Governance (IDG) Committee as outlined in Policy 120: Institutional Data Governance. These sources are deemed reliable and provide accessible data for basic reporting and analysis.

- 3.3 **External Data:** Institutional data sent outside of the University for publication (print or otherwise reproduced textual or graphic material) or distribution to the public.
- 3.4 **Data Lineage:** Documentation showing the point of origination for all data points as well as any transformations that have been applied to the data. It gives visibility to where the data has been, allows it to be reproduced, and greatly simplifies the process of tracing errors back to the root cause.

IV. Policy

- 4.1 Institutional data is managed as a strategic University asset. It supports informed decision-making by providing useful, valuable, and quality data. Data quality, integrity, usage, and documentation and definitions are managed through data governance and the Institutional Data Governance (IDG) Committee as outlined in Policy 120: Institutional Data Governance.
- 4.2 Institutional data is owned by the institution. While departments and other units within the University have operational-level responsibility for subsets of institutional data, no single person, department, or unit within the institution “owns” any institutional data.
- 4.3 The Office of Institutional Effectiveness serves as the central source for external data and is primarily responsible for University-wide internal research based on institutional data.
 - 4.3.1 The Office of Institutional Effectiveness is responsible for all external requests for institutional data. This includes, but is not limited to, state and federal reporting such as Integrated Postsecondary Education Data System (IPEDS), U.S. Department of Education reporting, and Utah System of Higher Education reporting. This also includes external surveys such as *U.S. News & World Report* and the *Common Data Set*.
 - 4.3.2 The external release of any statistical or institutional data outside of the public records (GRAMA) request process overseen by the Office of General Counsel must come from a curated data source or first be reviewed and approved by the Office of Institutional Effectiveness unless subject to an exclusion listed in this policy.

- 4.3.3 Exclusions may include financial statements, audits, transparency reporting, compensation surveys, and instructional research (unless involving student data). The Institutional Data Governance (IDG) Committee may choose to exclude other reports.
- 4.3.4 Internal reporting that is used for operations, unit or department-level planning and management of any unit or department, and data that are reported or used in official University reports, must employ data that has been reviewed and approved by the Office of Institutional Effectiveness.
- 4.3.5 The Institutional Data Governance (IDG) Committee vets and signs off on curated data sources for responses to non-GRAMA external and internal data requests.

V. References

- 5.1 DSU Policy 120: Institutional Data Governance
- 5.2 DSU Policy 463: Information Technology Security

VI. Procedures

- 6.1 The procedures, standards, and guidelines developed and approved by the Institutional Data Governance (IDG) Committee to aid in the implementation and enablement of this policy and its principles.

VII. Addenda – N/A

Policy Owner: University President

Policy Steward: Executive Director of Institutional Effectiveness

History:

Approved 11/12/21

Revised 0/0/00