University of Colorado
Colorado Springs

UCCS CAMPUS POLICY

Policy Title: External Reporting

Policy Number: 100-016   **Policy Functional Area: ADMINISTRATION/ORGANIZATION**

Effective:	May 19, 2017
Approved by:	Venkat Reddy, Chancellor
Responsible Vice Chancellor:	Vice Chancellor of Administration and Finance (VCAF)
Office of Primary Responsibility:	Institutional Research
Policy Primary Contact:	Institutional Research, 719-255-3640
Supersedes:	N/A
Last Reviewed/Updated:	March 28, 2016
Applies to:	All Employees

Reason for Policy: To establish required procedures and responsibilities for external reporting.

I.   INTRODUCTION

This policy establishes requirements for campus offices and employees to ensure accuracy and accountability in all dissemination of university data to external constituents that represent the University of Colorado Colorado Springs. The policy shall assist campus employees and ensure accuracy and accountability in all external reports that represent UCCS.

II. POLICY STATEMENT

A. Authority for the creation of campus administrative policies is found in *The Laws of the Regents,* 2007, Article 3 Section B.5(A).

B. <u>Procedures:</u>

UCCS employees shall initiate coordination with the Director of Institutional Research to determine one of three procedures:

1. If the External Report is mandatory and centralized data are needed, IR shall provide the centralized data to the employee within two weeks unless the employee is otherwise notified.

2. If submission of an External Report is voluntary and centralized data are needed, IR will coordinate with the employee and, if necessary, the UCCS Leadership Team to determine whether UCCS should participate. IR shall provide the centralized data to the employee within two weeks unless the employee is otherwise notified.
3. If the External Report is voluntary and centralized data are not needed or transactional data are acceptable, the employee shall provide a copy of the External Report(s) to IR for storage in the repository, thereby allowing for proper accountability and transparency.

Institutional Research will maintain copies of all External Reports in a central repository in accordance with APS 2006 – Retention of University Records, APS 6005 – IT Security Program, Higher Education Organization Act, and the Family Educational Rights and Privacy Act (FERPA) and will coordinate with (a) the Kraemer Family Library to ensure the opportunity to archive university records, and (b) the Compliance Office to ensure compliance with state and federal regulations. Institutional Research will also coordinate with University Communications & Media Relations should any questions arise from the public regarding External Reports. External Reports stored in the repository may include additional notation regarding methodology and resources.

The scope of the policy includes but is not limited to the following external reports and/or organizations:

Accrediting or accreditation bodies
ACT Institutional Data Questionnaire
American Association of University Professors (AAUP)
Center for Postsecondary Research at Indiana University (NSSE, BSSE, FSSE)
Colorado Alliance for Minority Participation (CO-AMP)
College and University Personnel Association (CUPA)
College Board
Colorado Department of Education
Colorado Department of Higher Education (CDHE)
Colorado Springs Business Journal
Consortium for Student Retention Data Exchange (CSRDE)
Council of Graduate Schools
CU-System Offices
Denver Business Journal
Digital Measures / Activity Insight
Higher Learning Commission
National Center for Education Statistics
National Study of Costs and Productivity (Delaware Study)
NCAA graduation rates and related compliance reports
NSF/NIH Surveys and data collections
Online instruction/online students
Peterson's Surveys
Princeton Review
Professional Education Data System (AACTE/PEDS)
State Authorizations (to teach online students residing in other states)

Surveys of UCCS students, staff, or faculty
UCCS Academic Program Reviews
US News
Voluntary System of Accountability / College Profile
Western Interstate Commission for Higher Education (WICHE)

The scope of this policy <u>includes</u> External Reports and surveys disseminated by the UCCS Advancement and Development Offices.

The scope of this policy <u>does not include</u> progress reports submitted for a Sponsored Program to the Office of Sponsored Programs (OSP). Reports using UCCS data that are not submitted to OSP but directly to a sponsor or granting agency are <u>included</u> under the scope of this policy.

This scope of this policy is not intended to apply to any responses to a valid records request pursuant to the Colorado Opens Records Act.

C. <u>Responsibilities:</u>

Employees are responsible for initiating coordination with IR. Under no circumstances should any employee or office establish shadow databases to approximate centralized data. Only in rare situations should dynamic transactional data (e.g. ISIS, FIN, HRMS/HCM) be used for External Reports. Individual employees are solely responsible for any consequences that may occur from external reports that exist beyond this policy and/or that are not included in the central repository.

It is the responsibility of the Director of the Institutional Research Office to create and manage centralized data, to coordinate with department liaisons and provide data in a timely manner (usually less than two weeks) for completion of External Reports, and to manage the central repository. The central repository shall be accessible by the Chancellor and Vice Chancellors. Access to the repository by other employees will be determined in keeping with roles, best practices, and policies related to data security and confidentiality.

III. KEY WORDS

A. Centralized Data
B. External Reports
C. Transactional Data

IV. RELATED POLICIES, PROCEDURES, FORMS, GUIDELINES, AND OTHER RESOURCES

A. Administrative Policy Statements (APS) and Other Policies
   APS 2006 – Retention of University Records
   APS 6005 – IT Security Program, Higher Education Organization Act

B. Procedures

C. Forms

D. Guidelines

E. Other Resources (i.e. training, secondary contact information)

F. Frequently Asked Questions (FAQs)

V. HISTORY

Initial policy approval September 4, 2015
Reviewed   March 28, 2016