

Reporting Responsibilities at Southern Utah University (SUU)

Purpose: The purpose of this document is to describe general rules/guidelines for data reporting at SUU and to clarify which SUU unit(s) is/are responsible for reporting a given set of data.
The document was developed by the SUU Data Council and unanimously approved by that same Council on October 2, 2015.

Part A: General Rules/Guidelines for Reporting

GRAMA Requests: All GRAMA (Government Records Access and Management Act) requests must be directed to and handled by the Office of the Vice President for Finance & Administration. It is the responsibility of the Office of the Vice President for Finance & Administration to work with respective units on campus to ensure that accurate and reliable data is provided in response to GRAMA requests.

Responsibilities for Generating Official Data: Any unit responsible for generating official data and/or data for external use, must ensure that their data is coordinated and aligned with official data from other units when applicable (e.g., when generating an official budget report including enrollment data, the budget office needs to ensure that enrollment data is official data).

Use of Preliminary Data: Preliminary data is not intended for external use unless mandated by federal/state regulations.

Preliminary data should be used with care and with the clarification that the data is preliminary. Any preliminary data needs to contain the following statement: "This is preliminary data that is intended for SUU internal use only." Preliminary data produced for external use as in response to meeting mandates by federal/state regulations, needs to contain the following statement: "This is preliminary data that does not reflect census data."

Use of List Data (Individual Record Data): The use and distribution of list data must comply with FERPA regulations and other applicable SUU internal and external rules and regulations.

Standard Reports: Various units complete 'standard' reports for external use (e.g., 85:15 Report, Cost Study, S-11 Faculty Workload Report, and FISAP Report). While such standard reports transcend the reporting responsibilities laid out in the Reporting Responsibilities Table, units generating those standard reports are still required to follow the general rules/guidelines for reporting as applicable.

Providing Contextual Information for Reports: It is the responsibility of the reporting unit to generate reports that contain pertinent contextual information such as the source of report, date of report, date of data (e.g., enrollment as of August 24, 2015), and explanation/definition of data and terms as needed.

Role of IT: In response to and in collaboration with the units responsible for data entry and data reporting, it is IT's responsibility to provide data structures and layers (e.g., data warehouses and data tables) that support effective, efficient, and accurate data reporting.

B2: Definitions for Terms Used in the Reporting Responsibilities Table

Term	Definition
Academic Performance/Standing	Data about student grades and student academic achievement in relation to their degree requirements
Academic Utilization of Space	Data about how space is utilized for academic purposes (e.g., classroom utilization)
Admissions	Data that deals with students from recruitment to first-time enrollment
Advancement	Data about donors and contributions to the university
Aggregate Data	A number summarizing individual data points (e.g., total amount of scholarship offered, average GPA of SUU undergraduates, number of degrees awarded, and number/% of female and male students)
Alumni	Data about former SUU students, emeriti, and friends of the university
Degrees	Data about what degrees students obtain
Enrollment	
Student Demographics	Data about who is enrolled at SUU (e.g., student breakdown by gender, race/ethnicity, country of origin, college, major, etc.)
Course	Data about who is enrolled in what course(s)
External Use	Data circulated/communicated to people or entities outside the university
Facilities	Data about SUU's property and buildings (e.g., size of property, number and size of buildings, maintenance, etc.)
Faculty/Staff	Data about who works at SUU
Finance	Data about university income, assets, and expenditures and resource allocations to the various university units
Financial Aid	Data about grants, loans, scholarships, or paid work study offered to students to help pay for their college expenses
Internal Use	Data circulated/communicated only to people employed or studying at SUU
List Data (Individual Record Data)	A roster of individuals (e.g., a roster of all international students or a roster of all students in Math 1040)
Official Data	Census Data that is considered as 'final' in representing the university for a given time frame (e.g., fall enrollment numbers are finalized for 3rd week and end-of-term)
Preliminary Data	First-issued data that is released prior to a given census day
Retention & Graduation Rates	Data about students' academic persistence