

Policy 4-01: Data Management

This policy applies to those official and/or authoritative data that are critical to the administration of the college, regardless of whether the data are used or maintained by administration, faculty, or academic units. This policy does not apply to data acquired or maintained by university personnel primarily for purposes of conducting academic research. This policy describes general principles of management, security, and access that should be applied in order to maintain the value and guarantee effective use of institutional data and information.

1. Definitions

Institutional Data -- data that are acquired or maintained by university employees in the performance of official administrative job duties. The college and each division of the college shall maintain institutional data in a secure location on the college server.

Faculty Data – data created and maintained by faculty in the context of committees, teaching, center administration, and any other data necessary to the work of the university. While these data may reside in different database management systems and on different machines, in aggregate they may be thought of as faculty data. This shall not include notes and records that are the personal property of individuals in the university community; research notes, data, and materials; and instructional notes and materials, notes on student performance.

Data Administrators -- college faculty or staff members that have day-to-day operational responsibility for data capture, maintenance and dissemination.

Best Practices -- accepted management and access procedures that data administrators and data users follow to ensure security, accessibility, and integrity of institutional data. The IT manager is responsible for specifying best practices and identifying adequate resources that enable data administrators to implement best practices.

2. File Structure, Content, and Access

Institutional Data

All college or departmental materials generated that have to do with any business, academics, admissions, personnel, students, accreditation, research proposals and so on without limitation must be created and filed in the appropriate domain in the college server.

The following persons have access to all of these files: the dean, associate deans, the executive assistant to the dean, the IT manager, and the college budget officer.

Department Files: The departmental files are accessible to department chairs and to administrative assistants.

Development & Marketing Files: The college development and marketing directors and her staff have access to the development and PR files.

Center Files: Center directors have access to the appropriate center files.

Additional users will be granted secure access to view or query all institutional data based on a “need to know” basis in order for the individual or campus organization to perform all legitimate administrative, research, academic and other official

responsibilities pertaining to the mission of the college, examples of which include but are not limited to planning, decision making, and official reporting. All access will be granted in accordance with college policies, FERPA, and confidentiality agreements. Access to institutional data will be granted subject to best practices for data and information management and analysis and should minimize duplication of data and information capture, storage, maintenance and retrieval.

Faculty Data

This structure will be divided to allow folders for each committee, center, etc... Each file should be divided by academic year. Each year will have the following subfolders: meeting minutes, proposals, drafts. Files within these folders, and additional folders should be organized as the data administrator sees fit. File naming should be kept simple, each file name should include committee acronym, subject, and date where appropriate, e.g.: "CPAC minutes 11-14"

These files should be maintained to provide a working record of the operation of committees, centers, etc....

For Centers: The center director, or their designee will be the data administrator for these files. Proposals, budgets and accounting for research, all contracts, hiring and search documents, employment agreements, center proposals, and other business should be uploaded to the faculty files a minimum of once a semester.

For Committees: The committee chair or their designee will be the data administrator for these files. Meeting minutes, proposals, drafts, and any other material deemed appropriate by the committee chair should be placed in the appropriate committee file as they are generated.

For Faculty: As faculty generate materials that are the business of the college or the department (studio budgets, student surveys, syllabi, NAAB documents, etc.) these files should be forwarded to the appropriate administrative staff so that they can be filed.

Access to files containing faculty data shall be determined by the data administrators for each file, pursuant to college policy.

At the end of each term these files should be backed up to the institutional data file structure to maintain a record of college operations.

3. General Provisions

Data in both structures will be kept accurate, complete, and current to the fullest extent that is practicable.

All documents in the college files (including messages in the uMail system) are public documents subject to the Freedom of Information Act and Government Records Access and Management Act.

Prior to separating from the university, all faculty, administrators, and staff are required to upload all university-related files to the college server.

Approved by college council: March 25, 2015