Wabash College Institutional Research Committee

Institutional Data Management: Governance and Procedures

Approved by the President May 23, 2014

Entities and Roles

Senior Staff

* Review and approve governance and procedures for data management (i.e. this document). Review once per year and advise Director of Institutional Research of any recommended changes.
* Designate “high risk” external surveys. Review once per year and advise Director of Institutional Research and relevant department head(s) of any recommended changes.
* Advise departments on use of student workers to enter and maintain data in Colleague.
* Review Departmental procedures for data reporting. Review once per year and advise Director of Institutional Research and relevant department head of any recommended changes.
* Advise Director of Institutional Research on content of Institutional Research web site.
* Receive reports on inaccuracies and inconsistencies in reported data, and advise DIR and relevant department on how to respond. Refer to appropriate Trustee body as necessary.

Director of Institutional Research (DIR)

* Staff and convene the Institutional Research Committee.
* Serve as liaison between Institutional Research Committee and other campus entities.
* Maintain archive of external survey responses.
* Keep on file current version of governance and procedures for data management. Communicate these policies to Wabash constituencies. Revise document as directed by Senior Staff.
* Keep on file current versions of all documents maintained by Institutional Research Committee (see next section). Revise documents in accordance with recommendations of Institutional Research Committee.
* Keep on file current versions of all departmental data reporting procedures.
* Receive data requests from all Wabash constituencies. Fulfill requests or distribute to relevant department as appropriate.
* Maintain Institutional Research web site. Site to include documents related to data request/management policies and procedures, data definitions and construction rules, and institutional data as permitted by the Senior Staff and applicable regulations.
* Advise departments on issues related to data accuracy and data management policy.
* Refer data concerns (e.g. inaccuracies or inconsistencies) to the Dean of the College for evaluation of risk, and then to Senior Staff as deemed appropriate.

Institutional Research (IR) Committee

* Meet three times per year: once in summer, once in advance of fall survey season, and once in advance of spring survey season
* Maintain calendar of external and internal surveys. Review once per year and revise as necessary.
* Maintain list of data definitions that are commonly used across offices and/or requested and discussed across campus (e.g. “application,” “average SAT score”), with data construction rules for each value. Review once per year and revise as necessary.
* Maintain list of data fields commonly required for reports, along with the location of each field in Colleague. In consultation with IR committee, DIR will append additional fields to this document after each regularly scheduled IR committee meeting.
* Maintain inventory of data types/categories/fields maintained by various departments. Review once per year and revise as necessary.
* Review data entry/cleaning schedule maintained by each department and advise adjustments as necessary.
* Advise DIR, Information Technology, and senior staff on matters related to data management, including but not limited to technology & training, data maintenance, and audit procedures.

“Departments” (Academic Affairs; Student Affairs; Career Services; Business Office; Admissions; Financial Aid; Advancement; Athletics; Information Technology)

* Develop and keep on file internal procedures for data reporting (see “Data Reporting” below). Revise as directed by Senior Staff. Where applicable, procedures shall identify special review procedures to be undertaken with high-risk surveys prior to survey submission, as distinct from procedures used for non-high-risk surveys.
* Maintain data in Colleague for which department is responsible, as determined by IR Committee.

Information Technology (IT)

* Hold regular Informer workshops to help staff establish proficiency in generating reports.
* Receive report requests via Help Desk.

Communications and Marketing

* In consultation with DIR, conduct annual audit of data posted on Wabash College web site. Revise/update for accuracy as necessary.
* Conduct appropriate fact checking with DIR and relevant departments in advance of disseminating institutional communications including, but not limited to, the following: Undergraduate admission marketing materials, Wabash Magazine, and press releases.

High Risk external surveys (as of April 2014; as determined by senior staff)

* IPEDS
* U.S. News & World Report
* NACUBO
* NCAA
* VSE

*Note: Completing a high-risk survey triggers special review mechanisms to be undertaken prior to survey submission, defined by relevant department and approved by Senior Staff. See “Data Reporting” below.*

Database/Querying Management

* Each department shall maintain Colleague data for which it is responsible, determined in conjunction with the IR Committee. Data entry and cleaning shall take place on a reasonable schedule that maintains accuracy in reporting within the constraints of the department’s staffing and work flow. Departments may employ student workers for this purpose as permitted by Senior Staff.
* Starting summer 2014, each department will take reasonable measures to enter historical information into Colleague and establish procedures to capture data in Colleague that have not been collected in the past. Departments may employ student workers for this purpose as permitted by Senior Staff.
* Departments shall have at minimum two staff positions with proficiency in the use of Colleague and Informer.
* In the event that a report is to be generated by IT, the requesting department shall provide reasonable lead time prior to the deadline for the report.

Data Reporting

* Each department shall maintain an up-to-date listing of external surveys for which it is responsible and communicate any changes to the DIR.
* The IR Committee shall maintain an inventory of all external surveys completed by the College and update the list once per year. This list shall designate a contact department that is responsible for completing and submitting the survey.
* Each department shall document procedures for completing the surveys for which it is responsible. These procedures shall include at least the following: a) the staff position responsible for initial survey completion, b) procedures for review by a second party with sufficient expertise with the relevant data, c) any special procedures applied to “high risk” surveys, and d) a final sign-off on the survey response by the department head. These procedures shall be approved by Senior Staff, and copies shall be maintained by the relevant department and the DIR. Changes to these procedures shall be approved by Senior Staff. *Note: second-party review may occur within or across departments.*
* Survey responses, where possible, will list DIR as a secondary contact.
* Prior to survey submission, survey responses shall be copied to the DIR for final review at least one week prior to the submission deadline.
* Final survey responses shall be copied to the DIR in electronic form.
* Departments shall report inconsistencies or inaccuracies in reported data to the DIR.