

Data Governance Policy
Policy Number 70002.1

Type of Policy:	Administrative
Last Revised:	February 5, 2024
Review Date:	February 1, 2027
Contact Name:	Dr. Tara Winter
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Reason for Policy:	<p>The primary purpose of this policy is to be a useful resource for anyone needing institutional information to support a project, initiative, or presentation. It describes and explains guidelines for access to and the use of institutional data.</p> <p>The Office of Institutional Research (IR) provides official data intended to assist with the planning and decision-making process of the college and to comply with SUNY, state and federal regulations. The primary functions of the office are:</p> <ul style="list-style-type: none">• Submission of reports to SUNY and federal agencies and other organizations to assure compliance with system and federal policies and legislation.• Provide support for campus planning, budgeting, and enrollment management activities, which meet the operational information needs of the President, Vice Presidents, Deans, Directors, Chairs, and various management and planning committees within the college.• Conduct special studies, surveys, and analyses to support campus leadership. <p>IR will possess and demonstrate the following attributes or activities:</p> <ul style="list-style-type: none">• Institutional Research is committed to providing accurate data and impartial analysis and avoiding conflicts of interest or the appearance of such conflicts in all activities and among all constituents.• Honesty and truthfulness in public relations announcements, advertisements, recruiting and admissions materials and practices, as well as in internal communications;• Compliance with all applicable federal, state, and commission reporting policies, regulations and requirements.
Policy Statement:	<p>The Office of Institutional Research (IR) provides official data intended to assist with the planning and of any overarching SUNY Data Governance Policy.</p> <p>Unless the data are publicly available, the results of studies using SUNY Cobleskill's administrative data will not be made public, or published, without the approval of Institutional Research and the committee or the person that initiated the study.</p>

To protect privacy, unless there is a clearly demonstrated educational need to have personally identifying information (PII), IR will present information only in summary form. If it is in unit record form, it will be provided with any personal identifiers stripped from the records.

The ethical use of data and commitments to data integrity and privacy are required of all University staff who produce, request, share, or report data. For IR staff, given its scope of work, these commitments are driving principles that shape their work and inform their every action.

Policy References: Data Sources Covered By This Policy
Data obtained from surveys, whether it be unit record or aggregate, for which IR has been the administrator, coordinator or otherwise has responsibility to maintain a repository of responses. Examples include the Student and Supervisor Internship Surveys and the Graduate Surveys.

Data contained in Banner to include student academic history, student course grades, student financial aid information, student contact information, applicant history, master course schedules, and faculty workload information.

Levels of Access

Access with Personally Identifiable Information (PII): Users have access to the data at the lowest level of detail (e.g., individual student or employee level data) and may view PII. This includes information that is protected by applicable law or statute. This is level of access is the most restrictive and is reserved for users with a demonstrated and documented legal authority to access the information. Aggregate-level access: Users have access only to aggregate level data based on the user's legal authority to access the information.

Public data access: There are no restrictions for accessing public data. Public data is aggregate-level data and is available for public access through SUNY websites, Open NY, and reports that are made public.

Data Requests

Data requestors should begin by looking to see if the desired information is available online. In many instances, it may already be publicly available via SUNY Cobleskill Fast Facts, Admission Dashboard, or the Strategic Planning Dashboard. If a request comes in for data that is already available online, the requestor will typically be referred to the appropriate source.

The data request should include as much specific information as possible. For example, include the desired turnaround time, any previously provided data/tables, and how the information will be used (e.g., budget planning, program assessment, curriculum review/planning, grant proposal).

Policy History:

Revision Date	Author/Owner	Description of the action on the revision date
March 1, 2021	Dr. Tara Winter	Adoption of the policy
April 12, 2022	Dr. Tara Winter	Format edits

February 5, 2024	Dr. Tara Winter	Policy review

Data Governance Policy Acknowledgement

Signature: _____  _____

Date: _____ 2/5/24 _____