

Wabash College Data Governance Committee
Institutional Data Management: Governance and Procedures
Approved by the Dean of the College September 2022

Entities and Roles

Dean of the College

- 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 and/or Slate.
- 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 Data Governance Committee.
- Serve as liaison between Data Governance Committee and other campus entities.
- Maintain archive of external and internal 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 Data Governance Committee (see next section). Revise documents in accordance with recommendations of Data Governance 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 or survey 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.

Data Governance Committee

- To be comprised of a representative from each of the following departments:
 - Athletics
 - Registrar
 - Business Office
 - Career Services
 - Information Technology

Student Life
Financial Aid
Admissions
Advancement

- Meet two to three times per semester.
- Maintain calendar of external and internal surveys. Review once per year and revise as necessary.
- Maintain list of data definitions for fields that capture similar information but take on slightly different values. For example, the difference between “home” address and “entry” address, or the difference between “weighted” GPA and “unweighted” GPA. Review once per year and revise as necessary.
- Maintain inventory of data types that departments are responsible for maintaining. Review once per year and revise as necessary.
- Review internal procedures for data reporting for 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 and/or Slate for which department is responsible, as determined by Data Governance 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/profile external surveys

- IPEDS
- U.S. News & World Report
- Princeton Review CDS and Review Data
- AAUP Faculty Compensation Survey
- NACUBO

- Endowment Survey
- NCAA
 - Sports Sponsorship Demographic Survey
 - GSR Survey
 - Financial Aid Survey
- 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 a Senior Staff member. See “Data Reporting” below.

Database/Querying Management

- Each department shall maintain Colleague and/or Slate data for which it is responsible, determined in conjunction with the Data Governance Committee. Data entry and maintenance shall take place on a reasonable schedule that maintains accuracy in reporting within the constraints of the department’s staffing and workflow. Departments may employ student workers for this purpose as permitted by Senior Staff.
- Each department will take reasonable measures to enter historical information into Colleague and/or Slate and establish procedures to capture data that have not been collected in the past. Departments may employ student workers for this purpose as permitted by Senior Staff.
- If 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 and internal surveys for which it is responsible and communicate any changes to the DIR.
- 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, external 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.