

AREA OF RESPONSIBILITY: OFFICE OF INSTITUTIONAL EFFECTIVENESS

RESPONSIBLE CONTACT: VICE PRESIDENT OF INSTITUTIONAL EFFECTIVENESS

POLICY IDENTIFICATION: REPORTING TO EXTERNAL AND INTERNAL AGENCIES

EFFECTIVE DATE: 2/1/09

LAST REVISED: 05/22; 4/2024

---

It is the policy of the University that major reports (i.e., IPEDS, SACSCOC, etc.) submitted to external agencies must be reviewed by the Vice President for Institutional Effectiveness.

#### Direct Requests for Reports from Agencies

The University requires the Institutional Effectiveness Office to review any reports sent out from the University regarding regulatory compliance, institutional planning and effectiveness and assessment for accuracy, and ensure that they adhere to the University vision, mission, goals, and core values.

If an agency directly requests a report from a unit other than the Office of Institutional Effectiveness, a copy of the agency's request must be sent to the Office of Institutional Effectiveness within 24 hours of receipt of request.

A review copy of the report to be submitted to the requesting agency must also be sent to the Office of Institutional Effectiveness, and sufficient time allowed for review prior to mailing.

#### Data for Preparing External Reports

The Office of Institutional Effectiveness shall determine policies governing data collection, analysis, research methodologies, and reporting for ALL external and internal reporting purposes including but not limited to data cleaning, establishing data freeze dates, data analysis, and adherence to state, federal, institutional and other regulatory guidelines. General purpose University data can be found on the University's Fact Sheet that is updated yearly.

#### Internal Information Access

Requests for statistical information may come from internal offices (IT) and departments. Information requested must be used for internal decision-making purposes and include said purposes in the request. The Vice President of Institutional Effectiveness shall determine if requests for institutional data meet University policy guidelines, and the conditions under which University operational data may be used and/or released to external constituencies.