



PA State System of Higher Education Board of Governors

Effective: July 19, 1988

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Policy 1988-03-A: Data Collection and Reporting

See Also: Policy 1988-03-A: Administrative Directive

Adopted: July 19, 1988

Amended: January 9, 2003

A. Policy

The Pennsylvania State System of Higher Education will develop, implement, maintain, and update a System-wide data repository and associated data warehouse that will include official System data from each university as well as other relevant internal and external data. The data warehouse and related data management and analysis tools will be used to support strategic planning, assessment, and evaluation, and provide information about the State System and the universities, including data about students, instructional offerings, personnel, facilities, and finances.

B. Purpose

To provide for the Board of Governors general criteria and procedures to establish a System-wide data repository and associated data warehouse, and to provide data collection and data analysis tools in accordance with section 2005-A (9) of Act 188 ("The chancellor shall have the right to require of the presidents any and all information necessary for the performance of his duties.").

C. Definitions

Data repository - One or more databases that contain data submitted by the universities or obtained from other sources. Elements in the database originate in one or more transaction or external databases. The data are verified and formatted for the repository.

Data warehouse - A data structure built to support information access to multiple databases. Elements in the data warehouse originate in one or more transaction or external databases. Most often, the data warehouse receives data from the data repository. The data are structured to answer queries and support summary reporting and analyses.

D. Responsibilities

1. The Office of the Chancellor is charged to establish a System-wide data repository and associated data warehouse, and to provide data collection and data analysis tools to ensure, for current and future needs, accurate and sufficient data for use by the Office of the Chancellor, the System universities, and related entities for purposes of supporting budget development, allocation formula implementation, State System planning, fact books and publications, research, and mandated federal and state reporting. Information requests from external agencies such as the National Center for Educational Statistics, the U.S. Census Bureau, the Office for Civil Rights, and the Pennsylvania Department of Education are forwarded to State System universities through the Office of the Chancellor. Responses to such information requests are prepared, to the extent possible, from the System-wide data warehouse and other data management applications.
2. The Office of the Chancellor shall:
 - a. establish common standards and definitions regarding the reporting of universities activities;
 - b. integrate various sources of data for use in reporting and analysis at complex levels;
 - c. coordinate data collection efforts to minimize and prevent unnecessary duplication of efforts between the State System Office and the universities;
 - d. facilitate training and technical assistance as necessary for the successful operation and maintenance of the centralized data base; and
 - e. provide appropriate audit procedures for data submitted by the universities.

E. Procedures

The Office of the Chancellor will prepare a Pennsylvania State System of Higher Education Annual Data Plan. The plan, disseminated to the universities in July of each year, will provide:

- a listing of data collection requirements for the next 12 months;
- instructions and technical specifications for submission of data;
- due dates for required data;
- common standards and definitions;
- responsibility for verification of data; and
- procedures for unanticipated data requests.