June 15, 2007

MEMO TO: Deans, Department Chairs, Administrators

FROM: Don W. Kassing, President

SUBJECT: INSTITUTIONAL DATA MANAGEMENT

The use of institutional data to assess our progress in achieving university goals and in making course adjustments in our strategic planning efforts is a highly valuable resource, the need for which is becoming ubiquitous in campus-wide operations.

The collection, storage, analysis, dissemination and overall management of institutional data is a complex interdivisional undertaking that requires participation and cooperation from a number of units including Finances, Human Resources, the Office of Institutional Research, University Advancement, Enrollment and Academic Services, the Office of Academic Planning and Budgets and others. In order to provide timely and efficient availability of institutional data reports for all users, an Institutional Data Management Council is being formed to develop campus policies and operational procedures for the management and delivery of such data.

The Council will be composed of the AVP for Institutional Research (who will serve as the convener and as a co-chair), the AVP for Enrollment and Academic Services (a co-chair), the AVP for Finance (a co-chair), the Senior Manager for the CMS Project, the AVP for Budget and Planning, the AVP for Human Resources, and the Executive Assistant to the President. It will have an executive committee comprised of the three co-chairs and the Executive Assistant to the President. The Council will report directly to the President. It will be able to establish operational groups as needed in consultation with the President and will engage in ongoing evaluation of its operation and recommend changes therein to the President as needed to improve its functional effectiveness.

The Council is composed of data providers, but its charge is to facilitate fulfilling requests for institutional data by a multiplicity of both on-campus and off-campus users. Accordingly, the Council will consult liberally with potential users to achieve that goal.