Memorandum

TO: Academic Senate Executive Committee

FROM: Kenneth Pink – Deputy CIO University of Utah

CC: Steve Hess – CIO University of Utah

Date: 03/16/2020

**RE: Policy 4-001: Data Management Policy Revisions and Guideline Creation**

Policy 4-001’s purpose section talks about applying data management, security, and access principles in order “to maintain the value and guarantee effective use of Institutional Data and Information.” However, the current structure around data accountability and sharing is informal and often unclear. Some areas have created processes to help faculty, employees, and others request and receive access to data, but other areas are organized differently making it hard to know who or how to ask for data. This lack of knowledge can result in loss of productivity; in accurate data usage that can produce flawed analysis or decisions; or accidental policy/guideline violations from individuals assuming data access granted for one purpose allows it to be used for a different purpose or project.

The tables below give an example of the confusion data users have from the current informal appointment structure. At a BI community meeting we asked the 20 attendees to write-in who they thought of as the data steward for different areas. Of the 13 individuals who filled-out the survey, the only areas that had an almost true consensus was the Registrar and Financial Aid. Even within a community that commonly asks and uses data the confusion around responsibility persists.

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| Functonal Areas | Inputted Data Stewards |
| Student Areas | Admissions | Rakin HallPamela Horne/Steve RobinsonTim EbnerBrandon Ritter**Unknown/No Input** | 4221**3** |
| Financial Aid | Brenda BurkePamela Horne/Steve RobinsonTim Ebner**Unknown/No Input** | 811**3** |
| Registrar | Tim EbnerPamela Horne/Steve Robinson**Unknown/No Input** | 111**1** |

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| Functonal Areas | Inputted Data Stewards |
| Finance Areas | Budget | Sandy HughesCathy AndersonMark Winter**Unknown/No Input** | 432**4** |
| General Ledger | Cathy AndersonTodd KaposLaura HowatLisa ZaelitSandy Hughes**Unknown/No Input** | 22111**6** |
| HR Area | HR | Jeff HerringJosna KotturappaMary Anne BerzinsMy HR Rep**Unknown/No Input** | 4311**3** |

To combat this confusion, we would like to update policy 4-001 by adding a guideline that would formally state who is assigned to each data management role. This guideline would be updated as necessary as institutional changes occur. This position clarification will also allow data stewards and custodians the ability to indicate what methods should be used to request data, ask questions around official numbers, or indicate data errors they may come across so that data users can have an easier time utilizing data.