

MAY 17 2012

UNIVERSITY of HOUSTON
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES
UCC Certified

SECTION: Academic Affairs
AREA: Institutional Research

Number: 12.02.01

**SUBJECT: Data Coordination, Verification and Submission to the Office
Of Institutional Research (IR)**

I. PURPOSE AND SCOPE

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Texas uses funding formulas to allocate state appropriations among institutions of higher education. Formula funding constitutes a significant portion of state appropriations to the University of Houston. Much of that revenue is derived from funding driven by semester credit hours. State statutes, General Appropriations Act riders and the Texas Higher Education Coordinating Board's (THECB) rules and regulations govern the funding process. The basis for appropriations is the enrollment information that universities are required to report to THECB.

In order for the University to ensure fulfillment of its mission and achieve strategic goals, data must be used to inform decision-makers and to benchmark progress both internally and in national rankings. Data must be complete and accurate in all areas, including student, student financials, scholarships and financial aid, athletics, faculty, financials, research, facilities, residence halls and other data sources.

This document assigns responsibilities and assists University personnel in ~~reporting~~ maintaining accurate and complete information for reporting to THECB and other regulatory entities, as appropriate, and for internal decision support.

II. POLICY STATEMENT

The University ~~is responsible for submitting~~ must maintain accurate and complete data for management purposes and for reporting to THECB and other regulatory entities.

The ~~primary responsibility of the~~ Office of Institutional Research (IR) is responsible for reporting information to regulatory and other external agencies, reviewing data reported externally by other offices, and assembling accurate data to support decision-making. ~~student, class and faculty information to THECB for each enrollment period (spring, summer and fall semesters).~~ IR is also responsible for promulgating guidelines to ensure that all data reported to THECB and other entities is accurate, complete and timely. IR fulfills this responsibility in cooperation with academic and administrative personnel throughout the University.

Offices and staff entering data in the database are responsible for maintaining business processes that ensure completeness and accuracy of data at all times, following guidelines and training provided by the Office of Academic and Institutional Information. Each college or entity providing data to external entities will notify IR of the information being requested, and follow IR guidelines completing it.

~~Offices and staff entering data in PeopleSoft are responsible for maintaining business processes that ensure completeness and accuracy of data at all times.~~

Each college will designate an IR data coordinator and notify IR of their designation. The deans/division heads will approve these designations. All IR data coordinators must comply with IR guidelines.

IR will notify deans, division heads and the Senior Vice President for Academic Affairs and Provost of any instances of non-compliance with IR guidelines.

III. REVIEW AND RESPONSIBILITIES

Responsible Party: Associate Vice President for Planning and University Outreach

Review: Every three years, on or before March 1

IV. APPROVAL

John Antel

Senior Vice President for Academic Affairs and Provost

Renu Khator

President

Date of President's Approval: June 9, 2009

V. REFERENCES

Institutional Research web page (<http://www.uh.edu/ir/>)

REVISION LOG

<u>Revision Number</u>	<u>Approved Date</u>	<u>Description of Changes</u>
<u>1</u>	<u>11/08/2001</u>	<u>Initial version</u>
<u>2</u>	<u>06/09/2009</u>	<u>Applied revised MAPP template. Rewrote Section II to assign responsibility for the accuracy of the system's information to the offices and staff who enter data into PeopleSoft. Changed the review period from every three years on or before January 1st to every three years on or before March 1st. Removed the EVP for Administration and Finance from the approval process. Removed two references from Section V. Corrected web site location for Institutional Research</u>
<u>3</u>	<u>TBD</u>	<u>Applied revised MAPP template and added new Revision Log. Added hyperlinks to Section I. Added a paragraph to Section I addressing IR's use of data for various goals, and importance of the data's accuracy. Section II was revised to address IR's responsibilities and removing the enrollment period requirements.</u>

		<u>and removing the training provided by the Office of Academic and Institutional Information</u>
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