

Proposed Data Integrity Plan

UMKC Data Integrity Plan
Academic Affairs
Draft-10/12/04

Introduction

As made apparent by the early Resources to Fuel Our Vision (RFVC) committee work in the Fall of 2003, UMKC did not have in place systematized processes to ensure that key university academic data was accurate. In turn, internal management reporting and analysis, as well as UM System analysis based on these data was often viewed as suspect, and in many cases was in fact wrong. Other problems occur as well related to these issues, including communication problems due to bad emails, :

Purpose

The purpose of UMKC's Data Integrity Plan is to promote shared accountability among key university constituents that are responsible for the use, production, data entry, and analysis of university data. This plan is designed to recognize that there is no single accountable person or office, but that multiple administrative offices share this responsibility with the academic units.

This plan lays the framework for the development and on-going review of systematized processes that verify the accuracy of and allow for corrections to official university data. The plan is administered by the Provost, and relies upon a collaborative team representing key administrative offices and representatives from the ensure that

Initial Questions

Questions themselves are very simple:

- What are the major issues and/or problems by area related to data accuracy?
- What processes and/or edits are currently in place to keep data accurate and up-to-date?
- What processes and/or edits are required to address and improve integrity/accuracy issues and problems?

Responsibilities

The Assistant Vice Provost for Academic Planning has overall responsibility for the activities of the Data Integrity Committee, to include maintaining policies and procedures, follow-up of recommendations, and sharing progress with the university community.

The Data Integrity Committee

The committee is charged with the responsibility of:

- Defining processes and procedures to review and edit data;
- Identifying data integrity and accuracy issues and/or problems; and
- Implementing steps or procedures to address issues.

The Committee is chaired by the Assistant Vice Provost for Academic Planning, and is composed of representatives from the following offices:

- Academic Affairs
- Academic Personnel
- Accounting
- Admissions
- Budget
- Cashiers
- Human Resources
- Institutional Research
- Records and Registration
- Sponsored Research
- Web Manager
- University Communications
- University Libraries
- Information Systems
- Alumni Affairs
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Issue: *Accountability*

The persons listed above are in many cases the principal contact for a functional area that deals with data/functional issues. We may want to consider a “higher-level” meeting of directors where we discuss our broader goals and objectives in order to get buy-in on the ownership issues. This has to be a very broad initiative—it can’t be left up to a single person in each office without support for change and process re-designs that are likely to be required (as well as just thinking differently). The names in parenthesis are the others we need to keep apprised of activities in their areas.

Plan Review

This plan is to be reviewed at least annually by the Data Integrity Committee. It should be noted, however, that it is highly likely that in the first years of implementation that the plan will be updated each term as the committee continues to learn from experience, as well as dealing issues brought about by the continued implementation of the PeopleSoft system.

Plan Components

There are numerous ways to display the activities necessary to support institutional data integrity. For these purposes, however, a periodic presentation is selected as data integrity is a continuous process that must be maintained continuously.

The following summarize the timeframes, action steps, and responsible parties for identified data integrity processes.

Plan Components

There are numerous ways to display the activities necessary to support institutional data integrity. For these purposes, however, a periodic presentation is selected as data integrity is a continuous process that must be maintained continuously.

The following summarizes the timeframes, action steps, and responsible parties for identified data integrity processes.

Daily and Weekly

Each office is responsible for maintaining its own inventory of daily and weekly procedures and data edits. On an annual basis, and as needed, the Data Integrity Committee will review each inventory to examine the need for updates and/or modifications.

§ Follow-up on: SIS e-mail job (at least weekly?)

Monthly

	Timeframe	Action	Responsible Party
1.		Monthly summary of expenditures	
2.		Labor distribution report	HR/Finance
3.		Review of Faculty Data Elements for all new hires during period	Academic Affairs

Quarterly

	Timeframe	Action	Responsible Party
1.		Quarterly summary of expenditures	

Each Semester

	Timeframe	Action	Responsible Party
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1.	Prior to Registration for a term	Send units report to verify the course jurisdiction	Records and Registration
2.	Two weeks prior to start of classes	Send units roster of all sections missing a valid instructor of record	Records and Registration
3.	First day of class	Send declared major e-mail to all enrolled undergrads	Records and Registration
4.	First week of class	Send out preliminary workload analysis	Provost/Institutional Research
5.	10 th day of term	Send units roster of all sections missing a valid instructor of record	Provost/Records and Registration
6.	15 th day of term	Send units roster of all sections missing a valid instructor of record	Chancellor/Records and Registration
7.	Start of term – 20 th day	Extract Edit Scripts	Institutional Research/Records and Registration
8.	After 20 th day	Distribute summary report of SCH by academic unit	Institutional Research
9.	Two weeks after start of class	Review all Faculty Data Elements	Academic Affairs

Fiscal Year End (June or July)

	Timeframe	Action	Responsible Party
1.	While transfers can still be processed	Distribute summary report of expenditures by classification for each academic unit	

Annually

	Timeframe	Action	Responsible Party
1.	October	Send units report of courses not offered in 4 years	Provost/Records and Registration
2.	For application printing	Comprehensive review of the degree program inventory	Provost/Records and Registration/Admissions
3.	Pre Budget Dev	Review PCS coding schemes and Chart of Account needs	Accounting/Budget
4.	September	Distribute Summary HR report for validation	
5.	November (following FY close out)	Update Academic Unit Profiles	Academic Planning