Data Operations Training

Data Governance

Statutory Authority

The Board is given authority over data management for the System and institutions under Utah Code 53B-1-402 (2) (Establishment of Board – Powers, Duties, and Authority – Reports):

> (2) The Board shall: …
>> (c) establish metrics to demonstrate and monitor:
>>> (i) performance related to the goals; and
>>> (ii) performance on measures of operational efficiency;
>> (d) collect and analyze data, including economic data, demographic data, and data related to the metrics; [and]
>> (e) govern data quality and collection across institutions.
>> This function is managed on behalf of the Board by the Office of Research and Data Science, which provides research, analytics, dashboards, system data governance for USHE.

Data Sources

Most data available to USHE is provided through institutions. Institutions submit preliminary data over the course of a term or year and final data at the end of the term or year. Separate processes and submission schedules exist for technical colleges and degree-granting institutions. Data reported to the federal IPEDS data system generally coincides with the fall preliminary data for national consistency and thus may vary from USHE end-of-term reports.

Technical Colleges	Degree-Granting Institutions
- Data is provided quarterly. - A final end-of-year file is received from the institutions.	- Institutions send several files each term prepared by institutional research offices. - Preliminary data is based on the third week of classes. - Final data is based on the end of the term.

These reports include a wide range of data regarding students and institutions.

Students	Institutions
• Demographics • Term and course enrollment • Financial aid • Graduation • Employment (Workforce)	• Programs and courses offered • Finance • Facilities

Data Glossaries

Data submitted to USHE by institutions is standardized to system data glossaries that provide consistent data definitions for each data element submitted. This allows USHE to ensure data quality by using consistent standards across institutions and ensuring that data users understand exactly the meaning of each data point, fulfilling the Board's governance responsibilities. Separate data glossaries are created for technical colleges and degree-granting institutions that reflect their significant differences in enrollment practices and program design.

Data Security

USHE maintains appropriate physical, technical, and administrative safeguards that ensure the data will only be accessed by authorized staff for legitimate purposes. USHE data systems are managed within the larger University of Utah's University Information Technology environment. USHE receives data from institutions on a secure, encrypted file server and stores that data on a server with encrypted connections and access controls. Data is encrypted in transit and at rest. The data is secured within the University Downtown Data Center, which employs multiple levels of security controls and is audited annually by a third-party Qualified Security Assessor.

All users complete background checks and data security awareness training. Users are granted the lowest level of access rights needed to perform their job functions.
Additional protections exist for specific data sources as part of the data-sharing agreements that govern those sources.

Data Privacy

Data privacy goes beyond data security to protect individuals' right to maintain a sphere of information about oneself to which no one else has a right except by one's consent. That sphere usually includes personally identifying information and information that could be used to harm a person. This applies throughout the data lifecycle—definition, collection, storage, use, sharing, archiving, and destruction of data.

USHE's legal data privacy obligations consist of a range of federal, state, and foreign laws. The Board has responsibility for implementing Utah's higher education privacy laws under Utah Code 53B-28-5. These establish data protection requirements on the Utah Board of Higher Education, institutions, and third-party contractors.

Utah Board of Higher Education	Institutions	Third-Party Contractors
- Create a System data governance plan. - Create standards and model content for institutional data protection. - Create a rule defining significant data breaches. - Create standards for third-party contractors. - Work with the privacy advisory group. - Designate a higher education privacy officer.	- Create institutional data privacy policies. - Create institutional data governance plans. - Notify students of significant data breaches. - Designate an institutional data privacy officer.	- Use data only for the purposes established in the contract. - Comply with Board standards and required contract provisions. - Must delete data after the contract expires. - May not sell student data or use it for targeted advertising. - May be barred from future contracts, required to pay a civil penalty of up to $25,000, and required to pay restitution for data breaches.

USHE Data Dashboards
USHE data is available to the Board in a series of data dashboards maintained by ORDS at
ushe.edu/institutional-data-resources.

Board Attainment Goals Dashboard
The Board Attainment Goal Progress dashboard indicates progress toward the attainment goals for access, timely completion, and high-yield graduates established in the Board's strategic plan.

	Access	Timely Completion	High-Yield Graduates
Definition	Three-year college-going rate of Utah high school graduates	Completion rate of all students who enter an institution at a point in time	Percent of graduates in the metric year who earned a credential aligned to a DWS-defined 4- or 5-star job
Students Included	Attended an institution of higher education within three years of high school cohort year	Completed a degree or certificate within 150% of expected program time for the award received	Earned an award that matches to a DWS-defined 4- or 5-star job
System Metric	Total number of students who access higher education ÷ Total number of cohort students	Total number of students who are timely completers ÷ Total number of cohort students less federally allowable exclusions	Total number of individual graduates who earned a high-yield award ÷ Total number of graduates less graduates who earned an associate degree or certificate in general studies
Institutional Share	Total number of students with first enrollment at the institution ÷ Total number of cohort students	None	None
Underrepresented Student Metric	Total number of underrepresented students who access higher education ÷ Total number of underrepresented cohort students	Total number of underrepresented students who are timely completers ÷ Total number of underrepresented cohort students less federally allowable underrepresented exclusions	Total number of individual underrepresented graduates who earned a high-yield award ÷ Total number of underrepresented graduates less underrepresented graduates who earned an associate degree or certificate in general studies

	Access	Timely Completion	High-Yield Graduates
Institutional Share	Total number of underrepresented students with first enrollment at the institution ÷ Total number of underrepresented cohort students	None	None
Underrepresented Groups	Based on data from USBE Graduation Cohort: • Race/Ethnicity Categories: Hispanic, American Indian/Alaska Native, Black/African American, Native Hawaiian/Pacific Islander, Multiracial OR • Low income (Economically Disadvantaged indicator)	Based on data from USHE Graduation Cohort: • IPEDS Race/Ethnicity Categories: Hispanic, American Indian/Alaska Native, Black/African American, Native Hawaiian/Pacific Islander, Multiracial	Based on data from USHE Graduation File: • Race/Ethnicity Categories: Hispanic, American Indian/Alaska Native, Black/African American, Native Hawaiian/Pacific Islander, Multiracial, Asian OR • Female

High-yield graduate measures after 2022 are adjusted as follows:
- 2022 Base Year for high-yield graduates (numerator) and all graduates (denominator)
- When measuring for a given year, calculate the number of high-yield graduates. That becomes the numerator.
- The denominator is the graduates from the base year PLUS the difference between the measure year and the base year high-yield graduates.

Key Student Indicators Dashboard

The Key Student Indicators (KSI) dashboard provides overall annual data for the primary measures of student enrollment, retention, and completion at the system, institutional type, and institution levels.
- Headcount indicates the number of individuals enrolled, regardless of the number of courses taken.
- Full-Time Equivalent (FTE) enrollment indicates the number of people enrolled, adjusted for the number of courses taken. For example, a student who takes the courses that would normally constitute a full course load counts as 1 FTE, but a student who only takes half of that load counts as 0.5 FTE. There are multiple standards for calculating FTE from various federal agencies and national research organizations, so FTE reported elsewhere may vary somewhat from ORDS-reported data.

- Retention Rate indicates the percentage of students who have never attended college before who enroll in an institution and are still enrolled after one year.
- Awards indicate the number of degrees or certificates awarded by an institution, counting multiple degrees awarded to one student as multiple awards.

Enrollment and Completion Dashboards

The Headcount, FTE, and Degrees and Awards dashboards provide additional detail and trend data about the number of students enrolled at and receiving degrees from USHE institutions. Completion data is available by nationally standardized "CIP" codes that identify the academic field in which a degree or certificate is awarded.

Workforce Dashboards

The workforce dashboards allow users to examine workforce outcomes such as salaries, wage growth, industry placement, and in-state employment for USHE graduates following graduation, indicating USHE's contributions to the state economy and to economic opportunities for its residents. This data is based on institutions' annual data submissions and Department of Workforce Services unemployment insurance contribution data. Data is limited to in-state employment outcomes.

The Workforce Dashboard is available at ushe.edu/ushe-graduates-workforce-outcomes.