

## **Institutional Data Management Committee**

### ***Purposes:***

The Institutional Data Management Committee (IDMC) purpose is to improve and support the University's data management and reporting functions in an effort to assist administrators and faculty in making data-informed decisions. The committee facilitates best practices in data management, maintenance, sharing, and reporting.

Members of the committee will discuss best practices related to the consistency, accuracy and availability of institutional data. Members will review and implement institution-wide data management policies and operating procedures related to university institutional data assets by developing consistent processes for collecting, aggregating, reporting and distributing data throughout the institution. Members will ensure proper use and handling of data being created, collected, reported, updated or deleted.

Members will also provide guidance and recommendations to others concerning institutional data access, improving quality, assuring security and using data to make decisions.

### ***Membership:***

The Institutional Data Management Committee (IDMC) is comprised of representatives across campus functional groups that use data on a regular basis. Members have complementary roles in creating, managing and promoting a common understanding of the institution's administrative, academic and financial data.

Vice President of Business Affairs, Vice President of Academic Affairs, Vice President of Student Affairs, Executive Director of Institutional Effectiveness (Chair), Coordinator of Assessment and Institutional Research, Director of Athletics, Chief Information Officer, Director of Academic Records, Director of Admissions, Director of Financial Aid, Director of Extended Learning, Controller, and the Director of Human Resources. The President, Faculty Senate Representative, Staff Senate Representative, and Student Senate Representative are ex-officio members.

### ***Meetings:***

Once per semester and as needed.

**Adopted: August 2018**

**Sponsor: Executive Director of Institutional Effectiveness**