Academic and Student Affairs
Consent

AGENDA ITEM: 5 – B
DATE: July 31 – August 1, 2024

****

SUBJECT
    Revised BOR Policy 2.11.1 – Academic and Student Reporting Policy (Second Reading)

CONTROLLING STATUTE, RULE, OR POLICY
    BOR Policy 2.11.1 – Enrollment Reporting

BACKGROUND / DISCUSSION
    BOR Policy 2.11.1 was initiated in 1993 and has had a limited number of revisions since the initial policy approval. With the onset of the merger to a single-student system and the implementation of Banner, this policy is suitable for modification.

    The original policy focused mainly on enrollment reporting. However, with the reporting tools available to the Regental system there is a greater need to better define reporting in the collective. This revised policy now focuses on both academic and student reporting needs, live data reporting and snapshot (frozen in time) reporting.

    Due to the impact of this change, the system created three (3) major committees which included stakeholders from institutional research, admissions and academic records, and accounts receivable/finance. The charge of these committees included multiple facets of policies, rules, and best practices. This is the first policy draft from this committee.

    Changes to this policy include:
    1. Update to the Board template.
    2. Insert a definitional section to better assist in policy interpretation.
    3. State policies on the Family Educational Rights and Privacy Act of 1974 and security requirements.
    4. Document the use case for data, both live and frozen.
    5. Ensure a system approach to fall enrollment – full-time equivalent (FTE) and headcount.

(Continued)
****

DRAFT MOTION 20240731_5-B:
    I move to approve the second and final reading of the proposed revisions to BOR Policy 2.11.1 – Academic and Student Reporting, as presented.

Overall, this policy has been subject to multiple sets of stakeholders to ensure communication of proposed changes.

IMPACT AND RECOMMENDATION

The Academic Affairs Council (AAC) and Technology Affairs Council (TAC) have reviewed the policy revisions for the second reading and approved these changes. No additional changes have been made since the first reading at the June 2024 BOR Meeting.

The Board academic staff supports the recommended revisions to BOR Policy 2.11.1 – Academic and Student Reporting.

ATTACHMENTS

Attachment I – Proposed Revised Draft of BOR Policy 2.11.1 – Academic and Student Reporting

SOUTH DAKOTA BOARD OF REGENTS

Policy Manual

SUBJECT: ~~Enrollment~~ Academic and Student Reporting

NUMBER: 2.11.1

A. PURPOSE

The South Dakota Board of Regents administers the Enterprise Resource Planning System (ERP) and several third-party software solutions for the system. As the SD university system strives to maintain the highest quality data, this policy is designed to manage the data and the reporting of that data for the ERP and other system-managed third-party solutions.

B. DEFINITIONS

1. **Census Date:** A date calculated at the first ten (10) percent of the term. See BOR Policy 2.1.1 System Academic Year / Academic Calendar.

2. **Data Dictionary:** A set of information describing the contents, definitions, format, and structure of the database and the data elements used by the institutions and the Regents.

3. **Enterprise Resource Planning (ERP) System:** A software solution platform to manage and integrate all institutional operational activities including academic records, accounts receivable, budget, financial aid, finance, grants, human resources, procurement, student records, etc.

4. **Extract:** Term synonymous with the frozen data repository.

5. **Frozen Data Repository:** A~~a~~ series of data tables that host ~~a frozen snapshot~~ extracted and transformed data from the Student Information System and managed by Regents Information Systems.

6. **Institution:** Defined as one of the six (6) public universities: Black Hills State University, Dakota State University, Northern State University, South Dakota School of Mines and Technology, South Dakota State University, and the University of South Dakota.

7. **Live Data Repository:** Live data from the ERP that is stored in a centralized system solution and managed by Regents Information System.

8. **Regents Information Systems:** A department of the Board of Regents that manages the universities centralized technology systems.

9. **Student Information System:** A part of the ERP that encompasses student information and financial aid information.

C. POLICY STATEMENTS

1. Board Policy section 7 provides acceptable use, security requirements, and personally identifiable information governance.

2. Board Policy 3.1.1 governs the confidentiality of student records and access to that information in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA). SAC Guideline 3.1.1 and 3.1.2 provides additional procedural guidance on FERPA.

3. The ERP and related central third-party solitons are functionally supported by institutional and system functional teams. As such, each of those team members are responsible for the accuracy, quality, and integrity of the data.

4. The Board of Regents maintains both live data within the data systems and a frozen data repository.

5. Official reporting for headcount and full-time equivalency shall only include those students who are enrolled in a course with student credit hours assigned.

D. ACADEMIC AND STUDENT DATA

System Data

1.

1.1 Live Data
Live data is transactional data utilized for operational reporting, trend analysis, and day-to-day tracking of information to facilitate decision-making. This data is also available in self-service to end-users for courses, financial aid, and student information. All data presented to the end-user from this source is tightly controlled with security access.

1.2 Frozen Data
Frozen data is data utilized for federal reporting purposes, standardized annual reports or other types of reports that rely on data as of a 'point in time' such as accreditation reporting. This data is ~~a copy~~ extracted from the live data at a point in time.

2. Frozen Data Repository

2.1 Timeline

Fall Term ~~All enrollment extracts~~ (Full Term):

2.1.1
- 0-Type Record: At the end of Census Day based on full part of term.
- 1-Type Record: At the end of the third working day following Census for

full part of term.
- 2-Type Record: No longer used.
- 3-Type Record: The Monday following the final exam week.
- 4-Type Record: One week after End of Term Processing.

Spring Term (Full Term):

2.1.2
- 0-Type Record: At end of Census Day based on full part of term.
- 1-Type Record: At the end of the third working day following Census for full part of term.
- 2-Type Record: No longer used.
- 3-Type Record: The Monday following the final exam week.
- 4-Type Record: One week after End of Term Processing.

Summer Term (Full Term):

2.1.3
- 0-Type Record: Not used for Summer.
- 1-Type Record: Not used for Summer.
- 2-Type Record: No longer used.
- 3-Type Record: The Monday following the last final exam week.
- 4-Type Record: One week after End of Term Processing.

3. System Reporting Solutions

3.1 System Approved Reporting Solutions

Academic Affairs Council shall vet with the academic vice president or designee any reporting solution that shall be the system solution. The system office will route through the appropriate senior staff and councils.

3.2 Security and Access

Institutional data custodians must ensure privacy, security, and access to reporting data. Institutions must maintain compliance with federal, state, Board of Regents, and institutional statutes, regulations, and/or policies.

3.3 System Reporting of Fall Enrollment, System Strategic Report, Legislative Reporting

3.3.1 Preliminary Enrollment Data

Record-Type 0 will be used for the preliminary review of the enrollment at 10% of the term and will be moved to record-type 1 upon final freeze. Collection and initial release of enrollment totals or enrollment estimates for all semesters shall be the responsibility of the Board of Regents office. Prior to the initial release of enrollment data, all inquiries regarding enrollment totals or estimates shall be directed to the Board office.

3.3.2 Official IPEDS and Factbook Reporting

Record-Type 1 will be used for official enrollment and federal reporting.

3.3.3 System Strategic Reports and System Legislative Reports
Collection and official reporting shall be the responsibility of the Board of Regents.

3.4 Data Validation and Data Integrity
Each institution shall review system edits to ensure the integrity of the data. Verification should be managed at the institution level and based on the workflow of the data validation and data reporting.

~~shall provide enrollment information as of the first 10% of class days (term or section census date) plus active registrations if the section has not reached the first 10% of class days when the extract was taken.~~

~~trations if the section has not reached the first 10% of class days when the extract was taken.~~

~~if the section has not reached the first 10% of class days when the extract was taken.~~

~~2. Enrollment extracts shall be taken at the following times:~~

~~A. In the Fall Term:~~

~~1. CENSUS EXTRACT: Two weeks after official census date.~~

~~2. MID TERM EXTRACT: One to two days after the mid-term date.~~

~~3. END OF TERM EXTRACT: In the middle of the final exam week.~~

~~B. In the Spring Term:~~

~~1. CENSUS EXTRACT: Two weeks after official census date.~~

~~2. END OF TERM EXTRACT: In the middle of the final exam week.~~

~~C. In the Summer Term:~~

~~1.   END OF TERM EXTRACT: Prior to first Home Location run for billing for Fall. (Historically July 31st.)~~

~~2.   END OF TERM TO END OF SUMMER REGISTRATION EXTRACT*: Official last day of summer term.~~

*Note: This extract only captures additional registrations for that period of summer term not included in the first Summer Term End of Term Extract.

3. All extracts shall include information for both state-support and self-support students.

4. Only students who have paid tuition and fees or made an arrangement to pay as defined in Policy 5.5 shall be included in any extract.

5. Enrollment reports should indicate which extract was used to generate the data.

6. Verification of enrollment extract data

    A. It is the universities' responsibility to verify the enrollment extract data BEFORE the data extract is copied (or frozen).

7. Collection and initial release of official enrollment totals or enrollment estimates for all semesters shall be the responsibility of the Board of Regents office. Prior to the initial release of enrollment data, all inquiries regarding enrollment totals or estimates shall be directed to the Board office.

FORMS / APPENDICES:

None

SOURCE:

BOR, August 1993; BOR, January 1997; BOR, March 2006; BOR, June 2006; October 2023 (Clerical); August 2024.

DRAFT