

3.007 State University System (SUS) Management Information Systems

(1) The Board of Governors shall maintain information systems for managing requests for information from the Board Office to the State University System institutions.

(2) Each university president shall appoint an Institutional Data Administrator to be responsible for managing university responses to the Board's information systems for official information requests - including routine annual requests and ad hoc special requests.

(a) Institutional Data Administrators shall take the necessary actions to ensure that the information provided is accurate and adheres to the criteria and definition standards included in the information request. The data submission process for the State University Database includes an electronic certification in which the Institutional Data Administrator certifies that the data represents the University for the term(s) being reported.

(b) Institutional Data Administrators are responsible for providing complete responses to information requests within the time period specified by the Board Office. Institutional Data Administrators will have an opportunity to provide feedback to the Board Office about the information criteria and definitions.

(c) When errors are identified the Institutional Data Administrator will ensure the necessary actions are taken to correct data errors. If errors are identified within a data submission to the State University Database that the Board has already accepted and it is after the submission's due date, then the Institutional Data Administrator shall email a resubmission request to the Office of Data and Analytics that includes a completed Data Resubmission Form. The schedule for resubmissions to fix errors will be specified by the Board Office.

Authority: Section 7(d), Art. IX, Fla. Const.; History: New 12-06-07; Amended _____.