



## Blue Mountain Community College *Administrative Procedure*

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**Procedure Title:** Institutional Data Definitions  
**Procedure Number:** 04-2005-0004  
**Board Policy Reference:** IV.A.

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**Accountable Administrator:** Vice President, Student Affairs  
**Position responsible for updating:** Vice President, Student Affairs  
**Original Date:** November 4, 2005  
**Date Approved by Cabinet:** 11-22-11  
**Authorizing Signature:** *Signed original on file*  
**Dated:** 11-23-11  
**Date Posted on Web:** 1-6-14  
**Revised:** 10-11  
**Reviewed:** 10-11

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### **Purpose/Principle/Definitions:**

In order to analyze data effectively, it is important that the institution have a set of common data definitions. These definitions were originally created in a series of Data Parameters Committee meetings in the summer of 2005. In order to ensure the continued usefulness and integrity of these definitions, the college will conduct a yearly review and, if necessary, update the definitions.

### **Guidelines:**

The VP of Student Affairs will meet with appropriate college staff to review and update, if necessary, the definitions on an annual basis. It will be the responsibility of the VP, Student Affairs to ensure that all Cabinet members have the approved definitions with instructions to disperse to their divisions.