Blue Mountain Community College
Administrative Procedure

Procedure Title: **Data Standards and Quality Assurance Team**
Procedure Number: **07-2017-0003**
Board Policy Reference: **IV.A. General Executive Direction**

Accountable Administrator: **Vice President of Student Affairs**
Position responsible for updating: **Director, Institutional Effectiveness**
Original Date: 10/24/17
Date Approved by Cabinet: 10/24/17
Signature: *original signature on file*
Date Posted on Web: 10/26/17
Revised: **Reviewed:**

Purpose/Principle/Definitions:

Blue Mountain Community College is committed to sound business practices and accountable data stewardship supporting the integrity of institutional data within the administrative information system. As such the College will maintain a Data Standards and Quality Assurance (DSQA) team responsible for facilitating a comprehensive and collaborative approach to data quality matters.

Definitions:

Data Standards – Describes the rules by which data are defined, described and recorded. This includes formatting and definition standards as well as defining meaning and intent of data elements.

Data Stewards – The person or persons responsible for oversite of data assets, ensuring Data Standards are applied and adhered to. Data Stewards are also responsible for Quality Assurance protocols and setting standards of best practice.

Validation Rules – Rules by which data are entered and maintained in accordance with Data Standards. Usually, but not always controlled by the system in which data are entered. Maintenance and compliance of Validation Rules fall under the scope of responsibility of the Data Steward(s).

Quality Assurance – Describes the methodology and process by which data quality checks are planned, timed and executed to ensure integrity of Data Standards. Quality Assurance is a continuous cycle, which strives for perfection and 100% accuracy of data through continuous process improvement, refining and enhancing Data Standards, Validation Rules and shared knowledge with the community of Data Stewards.

Guidelines:

1) The Data Standards and Quality Assurance team is responsible for developing and maintaining data standards guidelines, validation rules, and audit checking protocols. The DSQA focuses on data quality issues that may adversely affect administrative information system (AIS) module functionality, data reporting, and data analysis.

2) The DSQA team functions at an operational level and serves as advisory to the President, Vice Presidents and other administrative units.

3) DSQA team membership requires key data stewards from across the institution that have the knowledge, responsibility, and authority to describe, establish, promote, require, and enforce data management standards and protocols.

4) The DSQA core team is led by the Director of Institutional Effectiveness and membership is comprised of those individuals assigned as AIS functional or module leads as a part of their job description and representing all functional areas of the College.

5) Other members of the DSQA may be appointed by the Director of Institutional Effectiveness and upon administrative or stakeholder recommendation.

6) The DSQA functions in an open, collaborative manner and decisions are made by consensus.

7) Meeting dates, agendas, and notes are to be made available on the College's website.

8) Meetings occur monthly at a pre-planned and regularly scheduled time with agenda being distributed at least 24 hours prior to the meeting.

9) An annual report of DSQA team goals and prior year outcomes to Cabinet and College Coordinating Council is provided.

10) Quarterly progress reports are provided to stakeholders

Data Standards and Quality Assurance Core Team Membership

Role	Position
Team Lead	Director of Institutional Effectiveness
Recorder	By Assignment
Documentation	Institutional Research and Reporting Specialist
Data Steward – Academics and Instruction	Director of Instructional Operations
Data Steward – Business and Finance Operations	AVP, Business and Finance*
Data Steward – Human Resources	Director of Human Resources
Data Steward – Student Records and Registration	Director of Enrollment Services
Data Steward – Student Financials	Director of Financial Aid
Data Steward – Student Recruitment and Admissions	Director of Student Outreach
AIS Software and Security	AVP, Institutional Technology Systems*

or designee

Reference: 2015-2020 Strategic Plan, Goal #3 Continuous Improvement Based on Evidence, Objective C.