

## Wayne County Community College District

### Institutional Data Reporting and Disclosure Administrative Procedure

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#### **Purpose**

The purpose of this administrative procedure outlines the institution's practices and procedures related to institutional data reporting and disclosure to prohibit unauthorized access, use or improper disclosure of data and institutional artifacts. These reporting practices facilitate publishing of best practice institutional data consistent with industry-recognized principles of the higher education community among peer institutions and best interests of Wayne County Community College District.

The Office of Institutional Effectiveness and Research ensures data quality and proper authorization for institutional data reported to internal and external agencies for college business. Data reported publicly on behalf of WCCCD is to be verified by the Office of Institutional Effectiveness and Research prior to reporting for any purpose.

All requests for institutional data must be submitted to the District's Office of Institutional Effectiveness and Research in concert with District policy [WCCCD Administrative Memorandum; Number 8.2; Requesting Institutional Reports and Data]. This administrative procedure applies to external agencies (compliance agencies, third-party partnering organizations, other institutions of higher education), college administrators, faculty, and employees conducting research or college business with appropriate authorization.

#### **Data Reporting and Transparency**

Institutional data is collected and reported regularly from its information management systems, survey applications, and data intelligence resources to support external compliance and achieve its mission. Institutional data is reported consistently to the public according to reporting and disclosure requirements outlined in the Higher education Act (HEA) authorized by the Department of Education. All institutional data including student and employee record information are confidential and protected in accordance with Family Educational Rights Privacy Act (FERPA), Higher education Act (HEA), U.S. Department of Health & Human Services regulations for the protection of human subjects in research 45 C.F.R. 46, and Health Insurance Portability and Accountability Act (HIPAA) disclosure requirements.

Institutional data is reported by credible sources and agencies authorized to make data freely available to the public and any organization or person interested without restriction to support institutional transparency related to enrollment, student demographics, graduate outcomes, student success outcomes, etc. These agencies regularly publish data on their websites.

Public reporting agencies responsible for publishing data on behalf of higher education institutions include:

- U.S. Department of Education: National Center for Education Statistics (IPEDS)
- Center for Educational Performance and information (CEPI)
- State of Michigan: Data and Information Site
- National Student Clearinghouse (NSC)
- Higher Learning Commission
- MI School Data

Additionally, WCCCD publishes expanded reports to measure and support institutional effectiveness using Transparency Initiatives available on the website. Transparency Initiatives are reports to promote transparency to the community at large and publicly share evidence of institutional effectiveness to achieve its mission.