

3.007 State University System (SUS) Management Information System

- (1) The SUS universities shall provide accurate data to a management information system established and maintained by the Board of Governors Office.
- (2) Each University President shall appoint an Institutional Data Administrator to certify and manage the submission of data to the SUS management information system.
- (3) **Specifications** - Within the context of this regulation the SUS management information system is specified as follows:
 - (a) The Board of Governors Data Committee shall provide the criteria on required information for each SUS Master file promulgated each year. Institutional Data Administrators shall have the opportunity to review and comment prior to publication of the specifications documents.
 - (b) The data elements contained in the file specifications shall represent the minimum requirements for collection of data required by the Board.
 - (c) The data shall be developed pursuant to the specifications document for each of the SUS master data files.
 - (d) Each university shall take the necessary actions to ensure it can provide these elements from its existing/operational data base.
- (4) **Validity** – Prior to submitting the file, the universities shall ensure the file is consistent with the criteria established in the specifications document by performing tests on the file using applications/processes provided by the Board of Governors Information Resource Management (IRM) office. If critical errors are identified by running these tests and it is determined that the data is accurate, then a written explanation of the critical errors must be included with the file submission.
- (5) **Submission** – The Institutional Data Administrator shall:
 - (a) prepare and submit the data file to the Director of Information Resource Management or the Director’s designee acting in the capacity as SUS Data Administrator, pursuant to the schedule set forth in the submission section of the specifications for each file;
 - (b) submit a signed certification which includes the following statement “***I certify that this file/data represents the position of this University for the term being reported.***” Electronic certification via a secure method approved by the IRM office can substitute for the signed certification referenced above.
 - (c) prepare and submit a revised data file within the time period specified by the SUS Data Administrator, in the event of a rejection of a data file.

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