

Title 4 – Codification of Board Policy Statements

Chapter 21

NSHE DATA ADMINISTRATION

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Section 1. NSHE Data Warehouse

1. The Chancellor's Office will establish and maintain a list of all data elements and data definitions that are required to populate a statewide NSHE data warehouse. These common data elements and definitions will provide the basis for scheduled and ad hoc reporting to the Board of Regents, the state Legislature, the federal government, and other parties to whom the System or NSHE institutions are accountable and to whom reliable and comparable data is needed.
2. Data maintained in the data warehouse shall be used for purposes including, but not limited to, developing higher education policies and institutional budgets, measuring institutional and System performance for accountability purposes, tracking students and employees across the System, and longitudinal studies of students to enhance academic performance.
3. The Chancellor's office shall develop procedures concerning the use and maintenance of defined data elements that include, but are not limited to, the following provisions:
 - a. The daily population of transaction data from each NSHE institution through appropriately selected enterprise resource planning software;
 - b. The strict prohibition of institutional modifications to software or business processes that may jeopardize the integrity of common data elements established and maintained by the Chancellor's Office;
 - c. The tracking over time of changes to data elements; and
 - d. The appointment by each NSHE institution of a data steward responsible for the administration and maintenance of the institution's common data elements.

(B/R 10/06)

Section 2. Student and Employee Race and Ethnicity Identification

Effective Fall 2009, each NSHE institution must collect student and employee race and ethnicity information as required by federal regulations established by the U.S. Department of Education. The Chancellor's Office shall develop procedures for the uniform collection of student and employee race and ethnicity data. This information will be reported to the National Center for Education Statistics as required by the U.S. Department of Education.

(B/R 12/08)

Section 3. Confidentiality of Student and Employee Data

Limited access to student and employee specific data by staff of NSHE institutions solely for the purpose of conducting official NSHE business is permitted. The confidentiality of non-directory information included in the data regarding students and employees must be maintained.

(B/R 12/09)

Section 4. Universal Identification (UID)/NSHE ID

1. Each NSHE student and employee will be assigned a single universal identification number (UID) that will be used at all NSHE institutions and will be referred to as the NSHE ID. UID-specific bio-demographic data will be synchronized across all institutions and changes to such data within a student or employee record will be made in accordance with procedures developed by the Chancellor.
2. The UID will include data as defined by the Chancellor's Office in consultation with NSHE institutions.
3. Application Statement. Each institution must include on its student application form and employee personal data form a question regarding whether the student and/or employee attended (currently or previously) or is employed at another NSHE institution and, if so, request their NSHE issued UID. The Chancellor shall develop a common NSHE statement that will appear on all institutional student application and employee personal data forms.

(B/R 6/10)

Section 5. Course Taxonomy Data and Date of Last Attendance

Each NSHE institution shall submit a course taxonomy file that will be used in determining the student credit hours that will receive state funding. The file will be formatted in accordance with procedures established by the Chancellor's Office. For the purpose of those files, NSHE institutions must designate the last date of attendance based on the last academically related activity for each student record where an "F" grade was earned. The last date of attendance will be used to identify "F" grades for non-attendance. A last date of attendance that falls on or before 60 percent of the course instruction has occurred will be excluded from the student credit hours used in the funding formula.

(B/R 11/12)

Section 6. Administrative Data

All administrative information maintained in the operation of the Nevada System of Higher Education is the property of the Board of Regents. This information is a vital asset. While the Regents are the owners of the administrative data, campuses have stewardship responsibilities for large portions of the data. NSHE intends that the data be available for decision-making, reporting, and accountability, while recognizing the System's responsibility for the security of data.

The Nevada System of Higher Education shall maintain one physical or logical database of information for its human resources, financial, and related transactions (NSHE Unified Information System or NUIS). Only data contained within NUIS (or records retrieved from an authoritative backup of NUIS) shall be considered official.

NUIS shall be constructed in a database schema that requires when a discrete data element in the database is changed, that change is reflected in every incidence of the appearance of the data throughout the database.

The Chancellor shall maintain and enforce compliance of data standards as well as the data dictionary, which defines every data element within NUIS. No System Office or campus employee may enter data into NUIS that does not conform to the definitions found in the NUIS data dictionary. Any changes to the NUIS data dictionary shall be made only after consultation with affected campuses as well as System staff, subject to approval of the Chancellor.

(B/R 12/14)