LUC Approval Protocols Prior to Releasing Data from OIE 
(Regardless of whether it is public or private)

Updated March 18, 2024
Approved by Provost on March 18, 2024
Please Note

• OIE works with multiple stakeholders in the drafting of a report, presentation prior to it going out of OIE its first step of review.

• At each step, colleagues are welcomed to invite other colleagues into the review of drafts given appropriate Vice President/Vice Provost level approvals depending on data type/report type.

• Also, the implementation of these protocols is completed much more quickly when data is updated from year to year.
Standard Protocol – Any **Enrollment** Data Reports, Surveys, Presentations, and Analysis Used Across Institution

- OIE DRAFT Report/Presentation Ready for Review outside of OIE
- Draft Shared with Associate Provost – Registration and Records (R&R), and VP Enrollment Management & Student Success (EMSS)
- Any Relevant Edits Made by OIE and Second Draft Shared with Associate Provost – R&R, VP of EMSS, and Provost
- Any additional edits made by OIE and then shared with Deans Council, PLT, and Provost
- Any additional edits made by OIE and then final draft shared with University Leadership Council (ULC)
- Data Released to Data Discernment Initiative Champions (DDIC) for data literacy training and institutional use
Standard Protocol – Any Faculty Data Reports, Surveys, Presentations, and Analysis Used Across Institution

OIE DRAFT Report Presentation Ready for Review outside of OIE

Draft Shared with Vice Provost – Academic Business, and Vice Provost Faculty Affairs

Any Relevant Edits Made by OIE and Second Draft Shared with Provost and Vice Provosts

Data Released to Data Discernment Initiative Champions (DDIC) for data literacy training and institutional use

Any additional edits made by OIE and then shared with University Leadership Council (ULC)

Any additional edits made by OIE and then shared with Deans Council, PLT, and Provost
Standard Protocol – Any **Student** Data Reports, Surveys, Presentations, and Analysis Used Across Institution

OIE DRAFT Report/Presentation Ready for Review outside of OIE

Draft Shared with VP Student Development (DSD) and VP Enrollment Management (EMSS)

Any Relevant Edits Made by OIE and Second Draft Shared with VP of DSD, VP of EMSS, and Provost

Data Released to Data Discernment Initiative Champions (DDIC) for data literacy training and institutional use

Any additional edits made by OIE and then final draft shared with University Leadership Council (ULC)

Any additional edits made by OIE and then shared with Deans Council, PLT, and Provost
Standard Protocol – Any Academic Program Data Reports, Surveys, Presentations, and Analysis Used Across Institution

OIE DRAFT Report/Presentation Ready for Review outside of OIE

Draft Shared with Associate Provost – Registration and Records (R&R), Vice Provost Academic Programs and Planning (APP), and VP of Enrollment Management and Student Success (EMSS)

Any Relevant Edits Made by OIE and Second Draft Shared with Associate Provost – R&R, Vice Provost of APP, and VP of EMSS

Any additional edits made by OIE and then final draft shared with University Leadership Council (ULC)

Any additional edits made by OIE and then shared with Deans Council, PLT, and Provost

Data Released to Data Discernment Initiative Champions (DDIC) for data literacy training and institutional use
Expedited Process for Compliance, Regulatory Purposes, Institutional Peer Reviews, Specialized Accreditation, Rankings, or Ad Hoc Requests NOT Used Across Institution

1. OIE DRAFT Report/Presentation Ready for Review outside of OIE
2. Draft Shared with Data Requestor and Provost
3. Any additional edits made by OIE and then shared with Data Requestor, Provost, and Chief of Staff, if relevant the Office of the President