LSUE

POLICY DIGEST

Primary Monitoring Unit: Information Technology
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I. POLICY

All standardized reporting required for Grad Act, including State Student Profile System, State Completers System, etc. will be subject to the guidelines of this Standardized Reporting Data Review.

The data review for Grad Act reporting will be completed by the department that is responsible for inputting and correcting the data. The reviewing department will be independent of the department that is producing and running the queries. Examples: any data reported that includes financial aid information will be reviewed by the financial aid department, and enrollment data reported will be reviewed by the admissions office. The specific steps are:

   A. The independent, designated person, who has no access to change the script or the data, will run a program through records management system to create the data files. The program will automatically deposit the file to a read only directory

   B. Each independent department, with data ownership, will validate the data and make changes to the student data records through the records management system.

   C. The same independent person from step one will rerun and deposit files in the read only directory and upload the file to the Board of Regents.

   D. If the Board of Regents returns any edit report, that report will be distributed to the appropriate data owner for correction and the process will start over.

       The programmer with rights to change the script will not have access to the read only data storage area.

If query changes are required due to data request changes, the independent departments will review the new data and compare to data prior to query changes. All data changes will follow the data change request process.

LSU Eunice's Records Management System (Jenzabar CX) includes a revision control module. When an Informer or Ace report is created the source code is checked into the revision control system and a version number is issued. When changes are required the source code must be

39   checked out of revision control and changes made. Once changed source is checked in a new
40   version number is issued. The revision control system will track the changes and the user who
41   implemented the changes. It is a business rule in the Office of Information Technology (OIT)
42   that when possible files are created through the revision control system. If scripts have not been
43   created through revision control system, OIT will make every effort to convert all source code
44   into the revision control and insist the code go through the technical review process. There are
45   two programmer positions at LSU Eunice, and each is responsible for reviewing and validating
46   the other programmer's changes. If Grad Act reporting guidelines change reporting
47   requirements, a work request will be used to track the reasoning and changes made.