



## Default Question Block

# Holy Names University Data Access & Utilization Survey

### Purpose

You are invited to participate in a survey regarding data access, use, and compliance. The results will provide important information about data use on campus, which will inform data governance procedures and defining information standards for the contents of a central data repository. Your feedback will help HNU to effectively share information across functional units. These efforts are part of the overall institutional strategy to leverage technology, and specifically data, to improve student retention, graduation rates, and other critical student outcomes.

*Thank you for your participation!*

### Procedures

You will be asked to complete an online survey. Your participation is confidential. Please answer the questions as openly and honestly as possible. You may skip questions. The survey will take between 10 and 20 minutes to complete. In open-ended responses please do not indicate staff names, only job titles.

### Right to Ask Questions

Questions concerning this project should be directed to:

Francisco Herrera  
Director of Institutional Research  
herrera@hnu.edu  
Phone number: (510) 436-1013

### Directions

Please read and answer each question carefully. For each answer, click on/fill in the appropriate oval. If you want to change an answer, click on/fill in the oval of your new answer and your previous response will be erased. You may decline to answer specific questions.

### Survey Terms and Definitions

#### Data Stewards

**Data Stewards** are appointed by functional area senior leadership to develop data-centric policies and carry out the overall administrative data-security policies. Data Stewards are responsible for making known the rules and procedures to safeguard the data from unauthorized access and abuse. They authorize the use of data within their functional area, and monitor to verify appropriate data access. They assist institutional data users by providing appropriate documentation and training to support institutional data needs.

#### Data Managers

**Data Managers** coordinate and manage the data in the business process that results in the data adhering to Holy Names University standards. Once data have entered the system, there is a process by which they are validated, transmitted, stored, and archived. The capture and checking are typically based on a functional process or business process. The Data Manager oversees adherence to the business process and in some cases develops the process. While there may be several Data Managers, the Data Stewards will appoint one as primary for each application.

#### Data Reporters

**Data Reporters** are individuals within the institution who have an intricate understanding of the data in their area. They establish reporting procedures for institutional data, which may include recommending changes to data-entry practices. They are responsible for implementing the decisions of the data stewards in

functional areas, assuring that census, backup, and retention plans are implemented according to defined needs. Because data reporters have a hands-on role with data, they monitor or oversee monitoring of data quality.

#### Institutional Data

**Institutional Data** are the data elements that are aggregated into metrics relevant to operations, planning, or management of any unit at Holy Names University, that are reported to Holy Names University's Board of Trust, federal and state organizations, generally referenced or required for use by more than one organizational unit, or included in official administrative reporting.

Please select the work unit you are primarily affiliated with at this time.

- Academic Affairs
- Academic Advising
- Admissions
- Advancement
- Athletics
- Finance
- Financial Aid
- Human Resources
- International Student Services
- Institutional Research
- Registrar & Student Services
- Residence Life
- Student Affairs
- Student Accounts
- Student Success
- Other

Please select all systems used for data management in your area:

- Blackbaud
- Slate
- Raiser's Edge
- Excel
- PowerFacts
- Prod Reports
- Qualtrics
- Compliance Assistant
- InfoSitem
- Campus Logic
- TMS/Afford
- Other

Are their data systems you do not currently have access to, that you believe your office should have access to?

- Yes
- No

Please indicate which specific data systems you believe are necessary to have access to, for your specific office operations.

Who in your department or office unit would you designate as a Data Steward(s)? Please only provide job titles not specific names.

Data Stewards are responsible for making known the rules and procedures to safeguard the data from unauthorized access and abuse. They authorize the use of data within their functional area, and monitor to verify appropriate data access. They assist institutional data users by providing appropriate documentation and training to support institutional data needs.

Who in your department or office unit would you designate as a Data Manager(s)? Please only provide job titles not specific names.

Data Managers coordinate and manage the data in the business process that results in the data adhering to Holy Names University standards. Once data have entered the system, there is a process by which they are validated, transmitted, stored, and archived. The capture and checking are typically based on a functional process or business process. The Data Manager oversees adherence to the business process and in some cases develops the process. While there may be several Data Managers, the Data Stewards will appoint one as primary for each application.

Who in your department or office unit would you designate as a Data Reporter(s)? Please only provide job titles not specific names.

Data Reporters are individuals within the institution who have an intricate understanding of the data in their area. They establish reporting procedures for institutional data, which may include recommending changes to data-entry practices. They are responsible for implementing the decisions of the data stewards in functional areas. Because data reporters have a hands-on role with data, they monitor or oversee monitoring of data quality.

Which offices and/or departments do you most often request data from? Please select all that apply.

Academic Affairs

- Academic Advising
- Admissions
- Advancement
- Athletics
- Finance
- Financial Aid
- Human Resources
- International Student Services
- Institutional Research
- Registrar & Student Services
- Residence Life
- Student Affairs
- Student Accounts
- Student Success
- Other

How is data stored in your department/office unit? Please select all that apply.

- Word Documents and/or Excel spreadsheets on desktop/laptop computer
- BlackBaud
- Slate
- OneDrive/MS Teams
- Common Drive
- HNU Intranet Department Page
- TaskStream
- Canvas
- Dropbox
- V: drive (personal network drive)
- Other

What new systems, programs, and/or software, would your office like to use in the future for data management?