Western Michigan University **Faculty Senate** **Memorandum of Action**
MOA – 20/04
Establishment of WMU Essential Studies Data Governance Policy

Name of Council(s)/Committee(s):
WMU Essential Studies Executive Advisory Committee

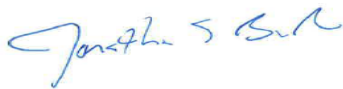**Approval Date:**
10 November 2020

Implementation Date:
Upon Administrative Approval

Responsible Office(s) and Responsible Enforcement Official(s):
Institutional Research
Instructional Technology
WMUx

RECOMMENDATION:
The WMU Essential Studies Executive Advisory Committee recommends adoption of the proposed policy to manage WMU Essential Studies assessment data for continuous program improvement.

Jonathan S Bush

Jonathan Bush, Chair WMU Essential Studies Executive Advisory Committee — Date

☐ Approve   ☐ Disapprove   ☐ Other Action
Comments:

Marilyn Kritzman, WMU Faculty Senate President — Date

☐ Approve   ☐ Disapprove   ☐ Other Action
Comments:

Jennifer P. Bott, Provost and Vice President for Academic Affairs — Date

☐ Approve   ☐ Disapprove   ☐ Other Action
Comments:

Edward B. Montgomery, WMU President — Date

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RECOMMENDATION
The WMU Essential Studies Executive Advisory Committee recommends adoption of the proposed policy to manage WMU Essential Studies assessment data for continuous program improvement.

RATIONALE/PURPOSE
In alignment with existing Faculty Senate guidance outlined in *MOA-17/05: Revision of WMU General Education Curriculum* which states the WMU Essential Studies curriculum will be assessed as a whole and *MOA-18/02: WMU Essential Studies Course Approval Guidelines* which states:
- Each course will assess the WMU Essential Studies required student learning outcome(s) designated for that level and course category.
- Each course proposal must include a detailed assessment plan pertaining to the WMU Essential Studies required student learning outcome(s).
- Assessment data from WMU Essential Studies required student learning outcome(s) will be submitted to the centralized collection point (system) by the end of each semester/session the course is offered.

The proposed policy is necessary to guide the use of WMU Essential Studies program data for the regular and necessary assessment of:
- Continuous program improvement
- The efficacy of the student learning outcomes
- The fidelity of the student learning outcomes rubrics
- Course enrollment patterns
- Integration of sequenced courses within the program

STAKEHOLDERS
As a University curriculum, WMU Essential Studies impacts all undergraduate students. As such, the use of program-level data will influence the program in ways designed to improve the quality of the core curriculum experienced by those individuals.

Instructors delivering WMU Essential Studies courses are primary stakeholders. As providers of the curriculum, instructors of WMU Essential Studies courses are directly impacted by this policy. Based on program-level data analyses, the program and/or courses comprising the program may require revision in either content or delivery.

The WMU Essential Studies program administrators are stakeholders as well. These individuals are responsible for the oversight and evaluation of the program, and therefore require access to these data.

HISTORY:
   a) Effective date of current version: n/a
   b) Date first adopted: n/a
   c) Revision history: n/a
   d) Proposed date of next review: fall 2023

PROPOSED POLICY LANGUAGE (only to be used for creation of a new policy):
STATEMENT OF POLICY
The WMU Essential Studies Data Governance policy identifies what data are available for individual and institutional use, by whom, and for what purposes. This policy also outlines the use of identified data for continuous program improvement.

POLICY DETAILS WMU Essential Studies assessment data meet the criteria to be categorized as confidential that is established in the WMU Data Classification Policy (#12-21) section 4.2.2.

The WMU Essential Studies Data Governance policy will adhere to the WMU Data Classification Policy (#12-21) with the following additional policy:

1. The use of student learning outcomes assessment data may not be used for personnel decisions (except for information voluntarily provided by the individual). These data shall also not be cited as a criterion for resource allocation decisions. Individuals or programs may use assessment information for self-comparative purposes while not disclosing information about other individuals or other programs at WMU.
2. Access to and responsibility for WMU Essential Studies assessment data shall follow these guidelines:
   - Instructors may use their own WMU Essential Studies assessment data for personal use.
   - The WMU Essential Studies program administrator (e.g., WMU Essential Studies Director or equivalent) will be authorized to access all WMU Essential Studies course assessment data and bears the responsibility to collate those data into non-identifiable data for use by others.
   - The WMU Essential Studies Executive Advisory Committee will oversee the analyses and reporting of program-level data (de-individualized only) for the purposes of continuous program improvement.

ACCOUNTABILITY
Failure to follow this policy and any associated procedures may subject WMU employees to disciplinary action, up to and including dismissal from employment by the University, consistent with applicable procedures and Collective Bargaining Agreements.

REFERENCES
WMU Faculty Senate MOA-17/05: Revision of WMU General Education Curriculum
https://wmich.edu/sites/default/files/attachments/u370/2017/moa1705-revision-of-wmu-gened.pdf

WMU Faculty Senate MOA-18/02: WMU Essential Studies Course Approval Guidelines
https://wmich.edu/sites/default/files/other/u370/2018/moa1802-wmu-essential-studies-course-approval-guidelines.pdf

RELATED POLICIES
Data Classification Policy (# 12-21) https://wmich.edu/policies/data-classification

KEY DEFINITIONS/GLOSSARY
Definitions as established in the WMU Data Classification Policy (#12-21) https://wmich.edu/policies/data-classification

3. Key Definitions
   3.2   Confidential Data: Data intended for internal University business use only, with access restricted to those with a legitimate need; those with a legitimate need could constitute a large group (e.g. all student advisors or all faculty).
   3.5   Executive sponsors: senior University officials who have planning and policy responsibility and accountability for major administrative data systems (e.g. student, human resources, financial, research, etc.) within their functional areas.
   3.6   Data stewards: individuals appointed by the Executive Sponsors to implement established data policies and general administrative data security policies for their functional areas.

3.7   Data administrators: University employees who most often report to Data Stewards and whose duties provide them with an intricate understanding of the data in their area.

3.8   Director of data management: individual responsible for facilitating the coordination of data and systems governance to optimize data integration.