

**Connecticut**  
**Mary K. Johnson**

**History**

1. When was the student unit-record (SUR) system established?  
The first phase of data collection began in 1983
2. By whom?  
The Department of Higher Education on behalf of the Board of Governors.
3. For what purpose?  
To create a management information system and for resource allocation and funding formula purposes.

**Coverage**

1. What institutions are included in your SUR system?  
All public Institutions - The University of Connecticut, Connecticut State University and Community Colleges (Technical Colleges were in the system as well, but were merged with the Community Colleges in the early 1990s).
2. Are any independent institutions included (number or percentage)? What about proprietary institutions? Are different kinds of data or different schedules for data collection used for any of these institutions?  
No.
3. Are there plans to expand the system's coverage in terms of institutions? Please explain.  
The independent institutions were included in discussions of the system and could submit data but have chosen not to. No discussions in this regard have taken place in recent years, although the independent institutions are part of our Performance Measures Task Force, but have chosen not to provide any data.
4. When are data of which type collected (e.g. term/quarter/semester census date, annual, end of term, etc.)? Other reporting cycles?  
Used to be in the fall and spring after the start of the semester. Now some schools are only submitting fall data.
5. Are there plans to collect data more frequently or on a different cycle?  
Not at this time.
6. Is non-credit enrollment or instructional activity covered (e.g. ABE, ESL, GED, other job-related continuing education activity, etc.)? If so, is this in a separate database and what data elements are captured?  
No, except for non-credit remedial/developmental courses.

## Data Management and Manipulation

1. Who has authority over changing data elements and definitions?  
The Department of Higher Education (DHE) in consultation with the constituent units. (The Board of Governors has a statutory mandated to develop and maintain a higher education information system). There used to be a committee with DHE staff and representatives from the institutions to discuss the data elements. This committee has not met in several years, however, as a result of staffing reductions in the department. When changes were desired or required the committee would give input on the affect on their systems of new data elements and whether they could supply the new data, thus it has been a collegial approach.
2. Are SSNs used as a key link? If they are not, what is used instead? Are there immediate or long-range plans to discontinue use of the SSN as a key link?  
SSNs are used as a key link.
3. Can campuses access datasets (unit records) themselves -- access in what terms (results, unit record data after it has been cleaned, unit-record data value added). If yes, who has access and how is this managed?  
No, not directly.
4. How do you handle privacy and FERPA issues? Do you have an explicit privacy policy and/or policies governing the use of SUR data by third parties such as institutions and researchers?  
While we do not have an explicit privacy policy governing the use of SUR data, we do not permit outside (third party) access to our SUR data system which is housed internally. We consider our SUR system as being covered under the “educational research” exemption under FERPA.
5. Have any FERPA or privacy issues come up recently in your state? If so, how have they affected your ability to use student record information?  
Not with our SUR.
6. Do you link SUR data within your state to other databases?  
Program completer (graduation) records have been provided to the Connecticut Department of Labor for UI linkage directly by each constituent unit for the last five years under an agreement brokered by DHE. DHE could not provide the link directly from our system because we do not capture consistent degree completion information (although the design to include that information is in place). Through a one-time agreement with DOL, certain DHE employees were given access to these linked records to do a pilot study on employer satisfaction.
7. Have you cooperated with other state higher education agencies to share data? If so, please explain.  
In another pilot study called “First Steps” students who took the 10<sup>th</sup> grade CAP test (CT

Department of Education) were followed through college, with more detailed matching on course enrollment (including developmental education) and completion made on students who then entered the Connecticut State University system.

## Reporting and Use of Data

1. What kinds of statistics and reports are generated regularly using SUR data?  
Although collection of SUR data is continuing, cleaning and analysis of the data has largely been dormant and/or very ad hoc for the last 4 or so years, as a result of staffing reductions.
2. If graduation and retention statistics are generated for institutions (or for the state or system as a whole), how are they calculated (e.g. IPEDS Graduation Rate Survey method, other methods)?  
We do not have completion data in our database at this time.
3. What kinds of research projects have recently been undertaken by the state or system using SUR data resources?  
A number of years ago we did studies on student migration within the system. We also have responded to a number of ad hoc data requests with the system. (For example, numbers of students by town was provided as part of a larger town by town fact sheet on state service provision compiled by the governor's budget office. Also, student enrollment by campus by town was analyzed as part of our tuition policy review in 2002 (institutional market analysis).
4. What are the biggest challenges you face with respect to using SUR data resources for analysis and reporting?  
All three of the cited factors mentioned above are challenges for us.

## Overview

1. Have there been any significant developments in regards to your SUR system since 2002?  
As already noted, the system has been semi-dormant for several years. Database conversion to Access was completed several years ago. Data files are now sent to us via e-mail.