

**New Jersey
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History

1. When was the student unit-record (SUR) system established?
1985.
2. By whom?
New Jersey Department of Higher Education (The predecessor agency to the New Jersey Commission on Higher Education).
3. For what purpose (e.g., resource allocation/funding formula, IPEDS, tracking student retention/ graduation, tracking students across institutions)?
IPEDS reporting, tracking retention, attrition, etc.

Coverage

1. What institutions are included in your SUR system?
Our New Jersey Student Unit Record Enrollment (SURE) System includes all public institutions and 9 independent (not-for-profit) institutions.
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?
Yes, 9 independent (not-for-profit) institutions, no for-profit institutions.
3. Are there plans to expand the system's coverage in terms of institutions? Please explain.
Yes, we would like to have all independent institutions included.
4. When are data of which type collected (e.g. term/quarter/semester census date, annual, end of term, etc.)? Other reporting cycles?
We collect data each term and we collect completion of degrees annually. We do not collect transcript level data.
5. Are there plans to collect data more frequently or on a different cycle?
No.
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.

Data Management and Manipulation

1. Who has authority over changing data elements and definitions?
The New Jersey Commission on Higher Education
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?
Yes and we have no plans to discontinue the use of SSN as the 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?
Not directly – the institution would request data/reports from our office.
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?
We do not have a formal privacy policy, but our unwritten policy is to not share student level data with any agency.
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?
No.
6. Do you link SUR data within your state to other databases?
We do share information with the Department of Labor and they in turn share information with the UI Wage Office. We also share information with the Student Grant Record (financial aid).
7. Have you cooperated with other state higher education agencies to share data? If so, please explain.
No, but we are just now beginning conversations with Pennsylvania as some of our institutions would like to share information across states.

Reporting and Use of Data

1. What kinds of statistics and reports are generated regularly using SUR data?
We do lots of reporting and statistics – please see our web site.
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)?
Yes we do generate graduation and retentions statistics for institutions and the system as a whole – we do use the IPEDS Graduation Rate Survey method.

3. What kinds of research projects have recently been undertaken by the state or system using SUR data resources?
We have been working on the Long Range Plan for higher education and the Peer Analysis report (please see our web site for more information).
4. What are the biggest challenges you face with respect to using SUR data resources for analysis and reporting?
Staff resources and programming personnel time. We constantly need to do more with less.

Overview

1. Have there been any significant developments in regards to your SUR system since 2002?
We have had some minor tweaking of the system in the last few years – specifically we have added more data elements (e.g., SAT Scores).
2. Is there anything that you would like to add that we have not addressed?
No.