

**Utah**  
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**History**

1. When was the student unit-record (SUR) system established?  
We have data from 1998-1999. We also have some earlier data, but I'm not sure of the accuracy. We also have several cohorts that have been collected over time.
2. By whom?  
The SUR was created by the Commissioner's office by establishing the Statewide Data Committee.
3. For what purpose (e.g., resource allocation/funding formula, IPEDS, tracking student retention/ graduation, tracking students across institutions)?  
For all of the above reasons, including enrollment reporting.

**Coverage**

1. What institutions are included in your SUR system?  
University of Utah, Utah State University, Weber State University, Southern Utah University, Utah Valley State College, Dixie State College, Snow College, College of Eastern Utah and Salt Lake Community College. We also collect data for the Utah College of Applied Technology (UCAT).
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. We currently only collect data for our public institutions.
3. Are there plans to expand the system's coverage in terms of institutions? Please explain.  
There are no plans to expand the system coverage.
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 our enrollment extracts summer end of term, fall third week, fall end of term, spring third week and spring end of term. For UCAT, we collect data at the end of September, December, March and June. Graduation and UCAT Completer data is collected annually.
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?

UCAT is the bulk of our non-credit enrollment. UCAT is comprised of the former Area Technical Colleges in the state of Utah. We separate the data from the other nine institutions from the UCAT data, but have the ability to generate reports for tracking purposes. We do collect some non-credit enrollment data from the other nine institutions. There is a separate data dictionary in place for UCAT. Our UCAT system is currently developing software for the student information system.

## **Data Management and Manipulation**

1. Who has authority over changing data elements and definitions?  
We have a state wide Information Management Committee (IMC) that meets twice a year to discuss changes in the data elements and definitions. We attempt to keep our definitions in line with the federal guidelines. We have a similar committee for UCAT.
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?  
Currently we use SSN but are in the process of creating a separate identifier. This has been placed on hold since the State Board of Education has decided to issue an education number for all public education students beginning with kindergarten. Higher Education will attempt to utilize this number. However, where we are not able to utilize the number we will generate a number.
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 yet. This is planned for the production warehouse. Access will be via a secure log in utilizing secure socket layer (SSL).
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 provide only summarized data to outside entities. If third parties require more detailed information we refer them to the institution in question.
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 to my knowledge.
6. Do you link SUR data within your state to other databases?  
Since we are the central office for both the technical college system (UCAT) and the other higher education systems, we provide links between that data. However, we do not currently allow any access or linkage to our databases from outside entities. We do not have the staff to complete these tasks.

7. Have you cooperated with other state higher education agencies to share data? If so, please explain.  
No.

## Reporting and Use of Data

1. What kinds of statistics and reports are generated regularly using SUR data?  
Annually we produce a Data Book which contains enrollment, graduation, financial, etc. data. This Data Book can be accessed electronically at:  
<http://www.utahsbr.edu/finance/finance.htm>
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)?  
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 are currently doing a study regarding concurrent enrollment and do these concurrent enrollment students graduate earlier than their non-concurrent enrollment counterparts. This study is in its beginning phase and is not available for review.
4. What are the biggest challenges you face with respect to using SUR data resources for analysis and reporting?  
Our biggest challenge would have to be data configuration/structure due to our institutions being able to provide the correct ID number and tracking that number throughout our system.

## Overview

1. Have there been any significant developments in regards to your SUR system since 2002?  
Things are basically the same. We do not have the staff to make large improvements in our data collection procedures.
2. Is there anything that you would like to add that we have not addressed?  
No.