

Standard for Administrative Data Management

Purpose

University [Policy 7100, the Administrative Data Management and Access Policy](#) vests responsibilities in the university's Chief Information Officer, data trustees, data stewards, other supportive roles, and all data users. The purpose of this standard is to specify the university personnel who occupy the roles of data trustees and data stewards, so that members of the university community who may have a need to access data, make corrections, or better understand data definitions and data sensitivity will know to whom to direct their requests.

Scope

This standard covers the described data in all forms, whether electronic or paper, and whether the data are discrete elements or narrative documents. Although the standard is not limited to data stored electronically, may university data systems of record are electronic databases, on-premise or off-premise ("cloud").

Maintenance

Maintenance of this standard is assigned to the Vice President for Information Technology and Chief Information Officer in collaboration with all university vice presidents. The standard will be frequently updated as data trustees provide updates for their data domain area. All updates should be submitted to the Executive Director of IT Policy at it.policy@vt.edu.

Standard

The designations of responsibility in the standard generally mirror that of the university organization chart, since the managerial span of control is required to exercise the data administration responsibilities. There are instances, however, where authority is delegated specifically for data administration outside the organizational hierarchy, or where shared authority is requirement for data administration.

Freedom of Information Act (FOIA) requests are coordinated by the Senior Associate Vice President for University Relations (see the [University FOIA Policy](#)). Nothing in this standard should be construed to override the FOIA policy.

1. Data administration roles reviewed

For a description of data management roles, see Policy 7100.

1.1 Data trustees

Data trustees are senior university officials, typically at the level of a vice president, who have planning and policy-making responsibilities for university data. Data trustees are generally designated by the domain of a vice president's span of control.

1.2 Data stewards

Data steward responsibilities are assigned by data trustees. These responsibilities include classifying data according to the [Virginia Tech Risk Classifications](#) for access and sensitivity; define and monitor data quality; and craft and communicate data definitions. With delegated authority from data trustees, data stewards are the primary contacts for members of the university community with regard to data in their domains. Any issues unresolved at the level of data steward may be taken to the respective data trustee. [Guidelines for data stewards](#) are available online.

1.3 Other roles

Data experts, data custodians, and data managers typically have internal office responsibilities under the direction of a data steward. The few who are listed in this standard reflect areas where they are the key contact personnel frequently needed by other university operations. These data experts may be important sources of information about data definitions, for example. For the contact information of data experts, custodians or managers not specifically listed in this standard, contact the appropriate data steward.

2. Data domains

University data include information about the university's activities; for example, budgets, job descriptions, and curricula. University data can also be data relevant to specific individuals or external organizations, such as purchases from a specific vendor, tax withholding of individual employees, the major of a particular student. In some situations, there may be different stewards assigned to similar data types if they apply differently – for example, the courses within a major are curricular decisions of the university, while a particular student's major is about a specific individual. **Subdomains** indicate data that are subsets of domains.

The following categories are the primary data domains of the university. Each domain lists one or more data trustee(s). The listed data stewards are not intended to be a comprehensive list, but is a list of those data stewards that are most frequently needed for purposes of requesting access, handling requests for data corrections, and understanding data definitions, classification, and sensitivity. Key words are included in some sections to facilitate searching of this document. Key words are not intended to be comprehensive.

2.1 Commonly used domains of university data

While questions about data integrity, data accuracy, data definitions, or other matters can arise in a variety of situations; those data domains that are most central are most frequently needed, overall. As a convenience, stewards for these more commonly used domains are listed below:

Students' personal or demographic information and students' academic records	Rick Sparks, Associate Vice Provost and University Registrar	See sections 2.2.3.3 and 2. 7.6
Employees' personal or demographic information	Marie Bliss, Assistant VP for Human Resources Administration	See section 2.2.3.4 and 2.2.3.5
Employment information about staff and AP faculty	Marie Bliss, Assistant VP for Human Resources Administration	See section 2.5.1
Employment information specific to teaching and research faculty:	Ron Fricker, Vice Provost for Faculty Affairs	See section 2.5.2
Financial transactions	Ken Miller, Vice President for Finance	See section 2.4

2.2 Entity description domain

Entity description data refers to basic descriptors of people—students, faculty and staff, donors, alumni, friends; and of specific external organizations—vendor companies, granting agencies, organizational or corporate donors. Contact information supplied by the individual or organization (addresses, phone numbers), names and other identifiers, and personal information such as date of birth, gender, citizenship, and veteran status are examples.

2.2.1 Data definitions subdomain for entities

One set of responsibilities for identity and demographic data pertains to the definitions of information and data quality that apply to all people and organizations. For example, common codes and labels are attached to different types of postal addresses for people and organizations. To the extent possible, these codes and labels should be consistent across all the demographic data subdomains. Where consistency is not reasonable, there should be mapping of other definitions or transformations to the enterprise resource system codes and labels (e.g., Banner).

These trustee responsibilities are assigned to the Vice President for Information Technology and Chief Information Officer.

Keywords: names, addresses, phone numbers, date of birth, Social Security number, citizenship, visa type, veteran’s status, definitions, codes, labels

Data trustee	Scott F. Midkiff, Vice President for Information Technology and Chief Information Officer
Data steward	Ryan McDaniel, Executive Director, Secure Identity Services

2.2.2 Non person entity subdomain

Non person entities have descriptive information — including names, addresses, other contact information, tax identification numbers, along with information on parent organizations. Virginia Tech has multiple potential relationships with these non person entities ranging from vendors through donors to agencies granting research funding. The basic information is primarily managed through the auspices of the Procurement Department, and in University Advancement. Policy management of non person information is assigned to two trustees to be sure that the interests of these varied relationships are met.

Keywords: corporations, government agencies, not-for-profit organizations, vendors

Data trustees	Charles Phlegar, Vice President for Advancement Ken Miller, Vice President for Finance
Data stewards	Rhonda Arsenault, Senior Associate Vice President for Advancement and COO, University Advancement Mary Helmick, Assistant Vice President and Director of Procurement
Data experts	Bonnie Sutphin, Associate Director for Operations, Procurement Department Karina Martin, Senior Director of Gift Accounting and Information Systems, University Advancement

2.2.3 Person entity subdomain

Person entity descriptive information is managed according to the relationship that the person has with the university - students, employees, alumni, donors, or others. Particularly sensitive types of information have overarching data administration responsibilities designated by policy.

2.2.3.1. Social Security numbers

According to Policy 1060, approval of the collection and use of Social Security numbers (SSNs) resides with the Vice President for Finance. Additional data administration is provided by the data trustees and stewards with

responsibilities for the persons with the number. The Vice President for Information Technology has oversight responsibilities for the storage of the SSN in enterprise databases.

2.2.3.2. *Additional nonpublic personal financial information*

Nonpublic personal financial information includes any record containing nonpublic personal financial information provided by students or others in order to obtain a financial product or service from the university. Such records include loan applications, bank and credit card numbers, account histories, income tax returns, credit reports and other related customer information. The University Bursar is the Program Officer for nonpublic personal financial information and must be consulted for any proposed new uses for such information.

2.2.3.3. *Current, prospective, and former students*

The Family and Educational Rights and Privacy Act covers information related to individuals who are in attendance at the university. Basic demographic information about former students is under the same trustee and steward as information about current students. (See Section 2.2.3.6 on alumni). Any individuals on student wage employment or on any form of graduate assistantship are employed *because* of their student status, and therefore in this same relationship category.

Prospective students are handled by the respective admissions offices. Prospective students are those who have applied for admission but have not yet accepted the university's offer of admission.

Keywords: student, applicants, recruits, work-study, graduate assistantships, international, immigration

Data trustee of demographic data on current and former students	Luisa Havens Gerardo, Vice Provost for Enrollment Management
Data stewards of demographic data regarding prospective students	Rick Sparks, Associate Vice Provost and University Registrar Aimée Surprenant, Dean of Graduate School Dan Givens, Dean, Virginia-Maryland Regional College of Veterinary Medicine Alan Grant, Dean, College of Agriculture and Life Sciences (for the Agricultural Technology Program)

2.2.3.4. *Current and former employees, including retirees*

All employees, with the exception of individuals in jobs *because* they are students, fall to Human Resources for management of their demographic information that is concurrent with their employment. (For student wage employees or graduate assistants, see section 2.2.3.3 above). This category also includes employees in nonstudent wage jobs who may be pursuing academic classes at this university. The same data administration applies to demographic data about prospective employees.

Keywords: employee, faculty, staff, emergency hire, regular wage, applicants, recruits, non-student wage, international, immigration

Data trustee	Bryan Garey, Vice President for Human Resources
Data steward	Marie Bliss, Assistant Vice President for Human Resources

2.2.3.5. Non paid affiliates

The term “non-paid affiliates” refers to a range of relationships in which individuals have a relationship to the university but do not fit readily into other categories. Information maintained about these individuals is used for the purposes of tracking activities, providing appropriate contact information, authorizing agreed-upon special use of university resources, and related purposes. Responsibility is shared between Human Resources and Secure Identity Services.

For individuals with "employee-like" responsibilities, primary data administration is through Human Resources. These include individuals paid by sources other than the university who teach students, supervise Virginia Tech employees, and engage in related duties.

Data trustee	Bryan Garey, Vice President for Human Resources
Data steward	Marie Bliss, Assistant Vice President for Human Resources

For others, primary data administration is through the Division of Information Technology.

Data trustee	Scott F. Midkiff, Vice President for Information Technology and Chief Information Officer
Data steward	Ryan McDaniel, Executive Director, Secure Identity Services

2.2.3.6. Alumni

The distinction between “alumni” and “former students” is, in part, based on an alumni’s on-going relationship with the university. Management of demographic data that reflects an individual’s time in attendance at Virginia Tech is assigned to the student category (2.2.3.3). Data administration of information reflecting alumni activities subsequent to enrollment is assigned to the alumni relations area.

Data trustee	Charles Phlegar, Vice President for Advancement
Data steward	Rhonda Arsenault, Associate Vice President for Advancement and Chief Operating Officer, University Advancement

2.2.3.7. Donors and friends

This category applies to the demographic data of all constituents who are donors to the university as well as to potential donors or prospects.

Keywords: donors, contributors, parents, friends

Data trustee	Charles Phlegar, Vice President for Advancement
Data steward	Rhonda Arsenault, Associate Vice President for Advancement and Chief Operating Officer, University Advancement

2.2.3.8. Other persons

While vendors are often non persons (see section 2.2.2), individual persons may also be vendors. Similarly, some individuals who are not students, employees, or alumni, may owe the university money for library fines, parking fines, or other reasons. The data expert in the Procurement Department manages this data.

Data trustee	Ken Miller, Vice President for Finance
Data steward	Mary Helmick, Assistant Vice President and Director of Procurement

Data expert	Bonnie Sutphin, Associate Director for Operations, Procurement Department Cheri Meador, Assistant Director Procurement, Vendor Management
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2.2.3.9. Multiple relationships

Individuals may have multiple ways of connecting with the university. For the purposes of managing demographic data, the definitions and hierarchical precedence below applies. As an example, someone who graduated from Virginia Tech then later came to work at the university would, at the time of their employment, be a former student, an alum, and an employee. This person's demographic data would be handled by the human resources area, rather than either the student or the alumni area. Or, demographic data for a retiree who enrolled in a course would be handled as a current student during the period of enrollment.

1. Current employees, including salaried and non-student-wage employees who may be enrolled in one or more courses, but excluding student wage employees
2. Current students, including students who may hold student wage jobs
3. Non paid affiliates
4. Retirees
5. Alumni
6. Donors or friends
7. Prospective employees
8. Prospective students
9. Other persons (person vendors, persons with accounts receivable, etc.)
10. Former students (not graduates)
11. Former employees

2.3 Analytics, institutional effectiveness, and reporting domain

University operations require the integration of data from across various domains for analysis, evaluation of effectiveness, and to support required reporting. Some data may originate with the integrated system, while considerable portions are likely derived from other data sources. Data stewardship, for practical reasons, is assigned to the resulting integration where possible. These data stewards are responsible for the transformation, integration, and added value within the new, integrated domain of data. They must also have understandings in place with the data stewards of any originating data for the accuracy and protection of the data. Data stewards within this domain are responsible for the data administration of the transformations and integration processes, as well as for data administration of any data originating in this domain. Responsibility to address questions and corrections about the originating data continues to reside with the data stewards in those domains.

2.3.1 Institutional assessment subdomain

Assessment and evaluation of the administrative effectiveness of the university is a distributed responsibility. Data may reside in many of these distributed areas. Assessment also has components of centralized responsibility. Access to central systems for data, along with the data definitions, and access control are housed with the Office of Assessment and Evaluation. Since all portions of the university have an administrative component, data administration at the trustee level is shared between the provost and the chief financial officer. See also Section 2.8.2 for specific application to academic program assessment.

Keywords: SACSCOC, SCHEV, accreditation

Data trustees	Cyril Clarke, Executive Vice President and Provost Ken Miller, Vice President for Finance
Data steward	Bethany J. Bodo, Director, Institutional Effectiveness

2.3.2 Strategic Analysis subdomain

This subdomain engages in institutional planning and effectiveness, executive decision support, and external reporting.

Data trustee	Cyril Clarke, Executive Vice President and Provost
Data steward	Rob Hopkins, Assistant Provost, Strategic Analysis

2.3.3 Enterprise GIS subdomain

One form of data integration adds the value of location and permits evaluation of many spheres of data within the university's geographic information system (GIS). While data may originate from any data domain (including academic and research areas), the foundational structure of the Enterprise GIS service consists of data related to the core of physical infrastructure and facilities/ building data.

Keywords: building, space, latitude, longitude maps, geospatial

Data trustee	Chris Kiwus, Vice President for Campus Planning, Infrastructure and Facilities
Data steward	Jon Clark Teglas, Chief of Staff to the Associate Vice President & Chief Facilities Officer
Data expert	Seth Peery, Senior GIS architect, Enterprise GIS, Information Technology

2.4 Financial data domain

The financial data domain includes the breadth of budgeting and financial data. Several subdomains are involved.

2.4.1. Financial transactions, summary data subdomain

Every university operating department has a need for access to their own financial transactions, including summary data on those transactions. Data administration resides with the University Controller for access permissions, quality, definitions, and all aspects of data stewardship.

Keywords: budget, expenditures, accounts payable, accounts, funds, payroll, withholding, banking, direct deposit

Data trustee	Ken Miller, Vice President for Finance
Data steward	Melinda West, Associate Vice President for Finance & University Controller
Data experts	Tim Hodge, Associate Vice President for Budget & Financial Planning

2.4.2. Accounts receivable subdomain

Accounts receivable subdomain includes the arena of the University Bursar, and the accounts receivable functions. Accounts receivable also includes those areas that have been granted the authority to operate their own accounts receivables systems to better integrate with their service offerings. (Also see section 2.7.9 for student accounts receivable).

Data trustee	Ken Miller, Vice President for Finance
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Data steward	Melinda West, Associate Vice President for Finance & University Controller
Data expert	Lauren Lawson, University Bursar

2.4.3 Purchasing subdomain

While much of the enterprise data associated with buying goods and services appears as financial transactions (Section 2.4.1), unique purchasing data reflects the specific items purchased by vendor, as well as information about the procurement processes and associated documents (contracts, RFPs, etc.).

Data trustee	Ken Miller, Vice President for Finance
Data steward	Mary Helmick, Assistant Vice President and Director of Procurement
Data experts	Bonnie Sutphin, Associate Director for Operations, Procurement Department Patty Branscome, Director, Information Technology Procurement and Licensing Solutions

2.4.4 Hokie Passport subdomain

The Hokie Passport Services controls the data associated with the issuance and activity of Hokie Passport cards.

Data trustee	Ken Miller, Vice President for Finance
Data steward	Joseph Griffiths, Director, Hokie Passport Services
Data expert	Julie Wesel, Assistant Director for Systems

2.4.5 Sponsored Programs subdomain

The Office of Sponsored Programs (OSP) controls financial activity associated with externally sponsored grants and contracts of the university, university various funds and Virginia Tech Foundation funds transferred to the university to be expended. OSP handles all the billing, collection efforts, and letter of credit drawdown activity for the university's research portfolio.

Data trustee	Daniel Sui, Senior Vice President of Research and Innovation
Data steward/expert	Neil Sedlak, Senior Director for Information Technology

2.5 Human resources data domain

Data on personnel recruitment, applications, hiring, employment, compensation, benefits and deductions, employee relations, disability data, compliance, and other human resource-related data fall in this domain.

Multiple subdomains apply because human resources policies of the university are overseen by distinct areas. For significant portions of the subdomains, common data definitions and many common policies apply, and coordination between the subdomains is essential. General questions about human resources should be directed to the Division of Human Resources. Human Resources houses the data expert for all the areas' use of the enterprise resource systems (e.g, Banner; applicant tracking system).

2.5.1. Staff and administrative/professional (AP) faculty subdomain

This subdomain administers data pertaining to university staff, classified staff, AP faculty—whether on wages or salary, and to general definitions of human resources data.

Keywords: salaries, benefits, ADA, employee relations, compliance, applicants, lecturer

Data trustee	Bryan Garey, Vice President for Human Resources
Data steward	Marie Bliss, Assistant Vice President for Human Resources

2.5.2. Teaching and research (T&R) faculty subdomain

The T&R faculty includes faculty members who are tenured, tenure-track, continuing appointment, continuing appointment track, and instructional. Also included in this domain are teaching faculty employees on wage (P14) appointments. Data administration is shared between the Office of the Provost and Human Resources. Data elements under the stewardship of the provost's area include data on tenure and continuing appointments, rank, the various honorifics conferred on T&R faculty and retired T&R faculty, and other data elements requiring approval of the Board of Visitors, along with self-reported faculty activity data.

Data trustee	Cyril Clarke, Executive Vice President and Provost
Data steward	Ron Fricker, Vice Provost for Faculty Affairs

This subdomain also includes data on course evaluations. Stewardship for this domain is handled as has been agreed below:

Data trustee	Cyril Clarke, Executive Vice President and Provost
Data steward	Bethany J. Bodo, Director, Institutional Effectiveness

Data administration for descriptions of employment and associated data elements fall to the data stewardship within the Division of Human Resources, as does basic demographic data (See Section 2.2.3.4):

Data trustee	Cyril Clarke, Executive Vice President and Provost
Data steward	Marie Bliss, Assistant Vice President for Human Resources

2.5.3. Research faculty subdomain

Research faculty are appointed as research associates, research scientists, senior research associates, senior research scientists, postdoctoral associate, project associate, senior project associate, or project director. They may also be appointed as research assistant professor, research associate professor, or research professor. Data administration is shared between the Office of the Vice President for Research and Human Resources. Data elements under the stewardship of the vice president's area include data on rank, personnel evaluations, grievances, data elements requiring approval of the Board of Visitors, along with self-reported faculty activity data.

Employment data for these individuals is administered by these roles:

Data trustee	Daniel Sui, Senior Vice President of Research and Innovation
Data steward	Sandra Burks, Director of Human Resources OVPRI

Data administration for descriptions of employment and associated data elements fall to the data stewardship within the Division of Human Resources, as does basic demographic data. (See Section 2.2.3.4):

Data trustee	Daniel Sui, Senior Vice President of Research and Innovation
Data steward	Marie Bliss, Assistant Vice President for Human Resources

2.5.4. Graduate assistantships subdomain

Keywords: graduate assistant, graduate teaching assistant, graduate research assistant

Data trustee	Aimée Surprenant, Dean of Graduate School
Data steward	Monika Gibson, Interim Chief of Staff, Graduate School

2.6 Physical assets data domain

University physical assets data, including information on capital and fixed assets, includes information on the assets themselves as well as the processes involved.

Keywords: buildings, leases, parking, capital assets, roadways, heating infrastructure

2.6.1 Fixed assets subdomain

This subdomain includes university land and buildings, as well as equipment. Equipment inventory is an important element of the data under the stewardship in this subdomain.

Data trustee	Ken Miller, Vice President for Finance
Data steward	Melinda West, Associate Vice President for Finance & University Controller
Data expert	Becky Saylor, Director of Fixed Assets and Inventory Services

2.6.2 Facilities subdomain

Facilities subdomain includes routine maintenance and improvement activities required to keep fixed assets in good condition, including custodial services, building and grounds maintenance, utilities, engineering, and construction and renovations.

Data trustee	Chris Kiwus, Vice President for Campus Planning, Infrastructure and Facilities
Data steward	Jon Clark Teglas, Chief of Staff to the Associate Vice President & Chief Facilities Officer

2.6.3 Transportation subdomain

The transportation subdomain includes data pertaining to both the physical assets and the operations of transportation-related processes, from parking, to air transportation, and fleet services.

Data trustee	Lynsay Belshe, Vice President for Enterprise Administrative and Business Services
Data steward	Jeri Baker, Director of Parking and Transportation

2.7 Student data domain

Student-related data constitutes a significant part of university data, and has a multi-faceted structure.

2.7.1. Admissions subdomain

Applications to university programs are handled by four areas, each with its own stewardship responsibilities. Collectively, the admissions offices are responsible for the definitions of data used in the processes, with significant data elements commonly defined among the areas. Because of the different oversight responsibilities, data trustees and stewards are designated for each of the areas. Any need for escalation of issues would fall to Cyril Clarke, Executive Vice President and Provost.

Keywords: applicants, recruits, admission, graduate, professional, 2-year, undergraduate

2.7.2. Undergraduate admissions subdomain

Data trustee	Luisa Havens Gerardo, Vice Provost for Enrollment Management
Data steward	Juan Espinoza, Associate Vice Provost, Enrollment Management and Director, Undergraduate Admissions

2.7.3 Graduate admissions subdomain

Data trustee	Aimée Surprenant, Dean of Graduate School
Data steward	Janice Austin, Assistant Dean and Director of Graduate Admissions

2.7.4 Veterinary Medicine admissions subdomain

Data trustee	Dan Givens, Dean, Virginia-Maryland Regional College of Veterinary Medicine
Data steward	Jacquelyn Pelzer, Director of Admissions and Student Services

2.7.5 Agricultural Technology admissions subdomain

Data trustee	Alan Grant, Dean, College of Agriculture and Life Sciences
Data steward	Susan Sumner, Associate Dean Academic Programs CALs Academic Programs

2.7.6 Enrollment subdomain

Students' registration and enrollment data, programs being pursued and changes, grades, holds, and related information are under the key stewardship of the University Registrar.

Keywords: registration, drop/add, course requests

Data trustee	Luisa Havens Gerardo, Vice Provost for Enrollment Management
Data steward	Rick Sparks, Associate Vice Provost and University Registrar

2.7.7 Graduate program-specific data subdomain

Graduate program data about individual students includes graduate plan of study data, students' graduate committees and advising data, and data about individuals' theses/dissertations all pertain to this subdomain.

Data trustee	Aimée Surprenant, Dean of Graduate School
Data steward	Janice Austin, Assistant Dean and Director of Graduate Admissions

2.7.8 Financial aid subdomain

Financial aid data includes information about students applying for and being awarded financial aid, as well as process-oriented data. See also student accounts receivable (Bursar), the data steward for financial aid disbursements.

Keywords: scholarships, work-study, FAFSA (also see Virginia Tech Foundation; graduate assistantships; Bursar)

Data trustee	Luisa Havens Gerardo, Vice Provost for Enrollment Management
Data steward	Beth Armstrong, Director, University Scholarships and Financial Aid

2.7.9 Student accounts receivable subdomain (See Section 2.4.2.)

Keywords: tuition, fees, bills, fines, tuition remission, financial aid disbursement

Data trustee	Ken Miller, Vice President for Finance
Data steward	Melinda West, Associate Vice President for Finance & University Controller
Data expert	Lauren Lawson, University Bursar

2.7.10 Student life subdomain

Areas included here are student medical and counseling data; housing and dining data, including assignments of student housing; recreational sports data; and student activities data. This arena also has data administration responsibilities for guests (e.g., summer programs) using student life facilities.

Keywords: alcohol abuse prevention, career services, counseling center, corps of cadets, dining services, fraternities and sororities, health services, housing and residence life, international center, multicultural programs, recreational sports, student conduct, student disability services, student centers and activities

Data trustee	Frances Keene, Interim Vice President for Student Affairs
Data steward	Hikmet Gursoy, Associate Director of Information Technology

2.7.10.1 Protected health information of students

FERPA-protected health information for students is handled by Athletics, Schiffert Health Center and by the Cook Counseling Center.

Data stewards	Kanitta Charoensiri, Director, Schiffert Health Center Ellie Sturgis, Director, Cook Counseling Center Nikeshia Arthur, Director, Services for Students with Disabilities
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2.8 Academic program data domain

This domain includes the structure and content of academic programs. [For information about majors and other programs of specific students, see the enrollment subdomain in the student domain—Section 2.7.6.]

2.8.1 Curriculum subdomain

Curricular structure is divided into three areas—undergraduate, graduate, and veterinary medicine. Curriculum includes degrees, programs, majors, minors, concentrations, and related data, including the approval process for the curriculum.

Keywords: program, curriculum, Commission on Graduate Studies and Policies, Commission on Undergraduate Studies and Policies, degree requirements, SCHEV

Data trustee	Cyril Clarke, Executive Vice President and Provost
Data steward	Rick Sparks, Associate Vice Provost and University Registrar

2.8.2 Academic program assessment and evaluation subdomain

Assessment and evaluation of the curricular programs of the university is a distributed responsibility. Data may reside in many of these distributed areas. Assessment involves access to central systems for data, along with the data definitions, and access controls are managed by the Office of Institutional Effectiveness.

Keywords: SACSCOC, SCHEV, accreditation

Data trustee	Cyril Clarke, Executive Vice President and Provost
Data steward	Bethany J. Bodo, Director, Institutional Effectiveness

2.8.3 Timetable subdomain

Data on courses and sections offered in a given academic term (timetable information) are administered in this subdomain.

Data trustee	Cyril Clarke, Executive Vice President and Provost
Data steward	Rick Sparks, Associate Vice Provost and University Registrar

2.9 Threat assessment domain

The inter-organizational threat assessment team works to determine if an individual poses, or may reasonably pose, a threat of violence to self, others, or the Virginia Tech community and to intervene to avert the threat and maintain the safety of the situation.

Data trustee	Lynsay Belshe, Vice President for Enterprise Administrative and Business Services
Data steward	Tony Haga, Deputy Chief of Police

2.10 Occupational health and safety data domain

Occupational health and safety compliance data, environmental compliance, ergonomics, and lab safety are among the elements in this domain.

Keywords: environmental, occupational, ergonomics, lab safety, hazardous materials

Data trustee	Lynsay Belshe, Vice President for Enterprise Administrative and Business Services
Data steward	Bernadette Mondy, Interim Assistant Vice President Environmental Health
Data expert	Paul West, Information Systems Application Developer

2.11 Public safety data domain

Public safety compliance data, policing, crime, and fire data are among the elements in this domain.

Keywords: policing, crime, fire

Data trustee	Lynsay Belshe, Vice President for Enterprise Administrative and Business Services
Data steward	Mac Babb, Chief of Police and Director of Security

2.12 Alumni data domain

Information collected or generated after an individual has graduated and in relationship to alumni activities are included here, including chapter participation, reunions, interest groups, and other alumni affairs activities.

Data trustee	Charles Phlegar, Vice President for Advancement
Data steward	Rhonda Arsenault, Associate Vice President for Advancement and Chief Operating Officer, University Advancement

2.13 Development data domain

Development data includes campaign data, gift and pledge data, and donor and prospect data.

Data trustee	Charles Phlegar, Vice President for Advancement
Data steward	Rhonda Arsenault, Associate Vice President for Advancement and Chief Operating Officer, University Advancement

2.14 Computing infrastructure and security data domain

Network operations data, computing systems plant and operations data, information technology security data and central logs; help desk operations data, online copyright compliance data, enterprise personal digital identities data, and university-assigned communications identifiers (email addresses, messaging addresses, university telephone numbers, etc.).

Data trustee	Scott F. Midkiff, Vice President for Information Technology and Chief Information Officer
Accessing personal digital identity information:	
Data steward	Ryan McDaniel, Executive Director, Secure Identity Services
Assignment of university phone numbers is the responsibility of Network Infrastructure and Services.	
Data steward	William Dougherty, Executive Director, Network Infrastructure and Services
Assignment of email addresses and email aliases is the responsibility of Collaborative Computing Solutions.	
Data steward	Marc DeBonis, Director, Collaborative Computing Solutions
Central Log Service data and logs	
Data steward	Randy Marchany, University Information Technology Security Officer, IT Security Office
For other data stewards in other areas of Information Technology, refer to the data trustee.	

2.15 Diversity and inclusion data domain

This area includes data on education and programming.

Data trustee	Menah Pratt-Clarke, Vice President for Strategic Affairs, Provost Office
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2.16 University Libraries data domain

Operational information unique to University Libraries is included here, including circulation and related information.

Data trustee	Tyler Walters, Dean, University Libraries
Data steward	Bill Ingram, Assistant Dean and Director of IT, University Libraries

2.17 Research data domain

Keywords: research proposals, research grants, research awards, research compliance, sponsored programs, research contracts. Included are research compliance data; proposal and award data. Note that, in accordance with Policy 13015, data resulting from research projects belongs to the university and the PI is the data steward.

Data trustee	Daniel Sui, Senior Vice President of Research and Innovation
Data steward	Neil Sedlak, Senior Director for Information Technology

2.18 Virginia Cooperative Extension and Virginia Agricultural Experiment Stations (Agency 229) data domain

Program information about Virginia Cooperative Extension and the Agricultural Experiment Station is managed in the College of Agriculture and Life Sciences.

Keywords: agriculture, natural resources, family and consumer services, 4-H, community viability, College Farm, AREC

Data trustee	Alan Grant, Dean, College of Agriculture and Life Sciences
Data stewards	Edwin J. Jones, Director, Virginia Cooperative Extension and Saied Mostaghimi, Director of Agricultural Experiment Station

2.19 Outreach data domain

Data on programming through outreach and international affairs includes information on programs at the Steger Center in Switzerland, Commonwealth Campus Centers, Upward Bound/Talent Search, and many others. Data on the specific facilities is in the facilities domain (and some in the Virginia Tech Foundation domain).

Keywords: Global Education Office, Continuing and Professional Education, Talent Search, Upward Bound, Language and Culture Institute, Inn at Virginia Tech and Skelton Conference Center, Center for Student Engagement and Community Partnerships, International Support Services

Data trustee	Guru Ghosh, Vice President for Outreach and International Affairs
Data steward	Scott Farmer, Director, Outreach Information Services

2.20 Athletics data domain

This domain includes information about intercollegiate athletic programs, as well as selected information about student athletes. (For data relative to intramural sports, see the Student Life subdomain.)

Keywords: NCAA, compliance, ACC

Data trustee	Whit Babcock, Director of Athletics
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2.21 Virginia Tech Foundation

The Foundation's information is separate from university data and is managed under an agreement between the two parties. The data in this domain includes university endowment financial data including endowed scholarships and professorships as well as trusts, agency and operating funds. It should be noted that the Foundation is not involved in fund raising (see section 2.1.3 Development Data Domain) nor is it involved in the application and awarding of financial aid (see section 2.7.8 Financial Aid Domain).

Keywords: private, VTF, Hotel Roanoke, Virginia Tech Corporate Research Center, WVTF, the Center for European Studies and Architecture, Pete Dye River Course, gifts

Data trustee	Elizabeth McClanahan, Chief Executive Officer
Data steward	Terri Mitchell, Associate Vice President for Administration and Controller

Areas not listed

As mentioned in section 2.17, data resulting from specific research projects belongs to the university and the PI is the data steward of the project. Questions or concerns about university data areas not covered above may be directed to the vice president with oversight for the specific area.

Further, data limited to use in only one department and not entered into central university databases is managed by that department. The department head is the data trustee and questions should be directed to that person, or to the data steward named by the department head. Examples of such data could include data definitions that are used in discipline-based groups (specialties of faculty, enrollments in branches of knowledge within the discipline), or operational data such as assignment of work space.

References

Data Steward Role Guidelines

https://it.vt.edu/content/dam/it_vt_edu/policies/Guidelines_for_Data_Stewards.pdf

Policy 7100, Administrative Data Management and Access Policy <http://www.policies.vt.edu/7100.pdf>

Policy 1060, Policy on Social Security Numbers www.policies.vt.edu/1060.pdf

Policy 4080, Guidelines for the Release of Human Resources Department Records and Names, Physical Work Addresses and Work Email Addresses of Faculty and Staff www.policies.vt.edu/4080.pdf

Policy 7025, Safeguarding Nonpublic Customer Information www.policies.vt.edu/7025.pdf

Policy 7040, Personal Credentials for Enterprise Electronic Services www.policies.vt.edu/7040.pdf

Policy 7105, Policy for Protecting University Information in Digital Form www.policies.vt.edu/7105.pdf

Virginia Tech Risk Classifications http://it.vt.edu/content/dam/it_vt_edu/policies/Virginia-Tech-Risk-Classifications.pdf

Definitions

Data trustees are senior university officials who have planning and policy-making responsibilities for university data.

Data stewards oversee the capture, maintenance, and dissemination of data for a particular operation, and are appointed by the respective data trustee.

Data experts are operational managers in a functional area with day-to-day responsibilities for managing business processes and establishing the business rules for the production transaction systems.

Revisions and Approval

Approved, Vice President for Information Technology and Chief Information Officer, Earving L. Blythe, March 29, 2011

Revision June 2012

Updates to names; updates to position and organization titles

Section 2.3, Analytics, institutional effectiveness, and reporting domain, collects information previously scattered in different sections, and outlines the relationships required in data domains that significantly derive information from other domains. The enterprise GIS data set has been added to this domain.

Revision November 2013

Updates to names; updates to position and organization titles

Revision November 2015

Updates to names, position and organization titles; removal of duplicate section (formerly 2.5.4 Non paid affiliates).

Revision February 2016

Updates to names, position and organization titles.

Approved, Vice President for Information Technology and Chief Information Officer, Dr. Scott F. Midkiff, February 18, 2016

Revisions from January 2017 to the present

Updates to names, position and organization titles.