

**MICHIGAN STATE**  
**UNIVERSITY**

October 21, 2010

To: John W. Powell  
Chairperson, Executive Committee of Academic Council

From: Gillian Bice  
Chairperson, University Committee on Academic Policy

**RE: UCAP Review of Institutional Data Policy (IDP)**

cc: Doug Estry  
Associate Provost for Undergraduate Education and  
Dean of Undergraduate Studies

Per the request of the Executive Committee of Academic Council, the University Committee on Academic Policy (UCAP) reviewed the DRAFT version (dated 27 August 2010) of the MSU Institutional Data Policy at its September 23, 2010 and October 7, 2010 meetings. David Gift attended both meetings to present the policy and answer the committee's questions. By unanimous consent of UCAP, the following commentary is being provided.

Consensus of the committee is that the policy is both necessary and beneficial to the University community. Recommendations focused on two issues: (1) Education and training of the University community regarding the contents of the policy, and (2) Inclusion of specific information regarding the proper methods to secure Confidential Data (Section IV.B.3).

Given the fact that the Policy stipulates, "members of the University community are individually responsible for the security and integrity of Institutional Data" (Section IV.C.) and, "Violations of this Policy may result in disciplinary action, up to and including dismissal for employees and suspension for students" (Section VII), the committee felt it was important that every effort was made to ensure the University community was provided opportunities to become aware of the Policy and its provisions. David Gift outlined several mechanisms by which this would occur. The committee suggested consideration of a mandatory online training module similar to that required of Faculty and Staff for FERPA.

In keeping with the "umbrella" nature of the Policy and the goal to provide the University community with a relatively comprehensive reference for the definition, securing and disposal of Institutional Data, the committee also suggested that the Policy include an Appendix III that would summarize the "Best Practices for Securing Confidential Data" and/or provide a link to the existing Web site (i.e., something similar to the information provided in Appendix II "Best Practices for Record Disposal").



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