FAU Procedures of Reporting to BOG

Updated on 1/20/2021

The Office of Institutional Effectiveness and Analysis (IEA) at Florida Atlantic University (FAU) follows the Board of Governor's (BOG) processes and procedures for data submission. Programmers and other administrative staff across campus upload the data files into the application portal and run edits using the BOG software. A designated employee in IEA completes the final submission after correction or explanation of the error warnings. Following are the procedural steps taken before submitting the files to BOG:

BOG/IRM provides public access to both Data Request Reports (downloadable request documentation and forms) and Due Dates Master Calendar on their website.

Data requests are distributed electronically via email by the Florida Board of Governors (BOG) IRM office to the FAU Data Administrator (Institutional Effectiveness & Analysis). Routine (recurring) data requests may only be posted on the BOG data request system.

- o (5) IEA is responsible for reviewing the submission, notifying the submitter of any problems with the submission, providing assistance if necessary, and officially submitting data via SUDS.

The Data Administrator and the Report Respondent are responsible for any corrections and re-submissions that may be required and will follow the same procedures listed above

PAST DUE Data Requests: the Report Respondent will notify IEA that the response will be late, providing an explanation for the late response and an expected completion date. IEA will notify the Florida Board of Governors