

\*Correction  
January 26, 1984

### *University Policy on Administrative Information Systems*

It is the policy of the University to maintain timely, accurate, and cost-effective administrative information systems in support of the University's missions of teaching, research, and public service. In order to maximize the use of resources available to the University, planning for administrative information systems shall identify long- and short-term objectives, develop priorities, recognize policy issues, ensure coordination of systems activities at the campuses and the Office of the President, and provide a basis for funding decisions at the local level.

Campuses, Agriculture and Natural Resources and, in the context of its own internal operations, the Office of the President, are subject to the provisions of this policy. This policy does not apply to administrative information systems at University libraries or teaching hospitals. The ~~Library-Steering~~ \*  
~~Committee~~, through the Senior Vice President--Academic Affairs, and the Hospital Directors' Council, through the Senior Vice President--Administration, are responsible for recommending policy for their respective areas to the President. Administrative information systems at the three major University-managed Department of Energy Laboratories are also outside the scope of this policy. The supplementary documents listed in Appendix A continue to be in effect until superseded. ✓

For purposes of this policy, administrative information systems are defined as those which use computers--including mainframe computers, micro- and miniprocessors, personal computers, and word processing systems--to systematically collect, store, retrieve, and display data for use in the planning, management, and allocation of University data and resources.

Corporate functions are defined as those administered from a central site for the benefit of the entire University (as opposed to those functions performed at local, campus sites). Examples of corporate functions are consolidated reporting, policy development and compliance review, and resource acquisition and allocation.

Internal operations are defined as those which support basic administrative processes that are administered locally. Campus examples are payroll/personnel, admissions and registration, equipment inventory, storehouse, mailing, physical plant, and central garage. Examples of internal operations for the Office of the President are real estate, patents administration, and Treasurer's information.

The overall responsibility for the planning and development of University administrative information systems rests with the Senior Vice President--Administration, who is also responsible for the development and issuance of procedures necessary for the implementation of this policy. Recommendations ✓

\*Correction: Library Council

to the Senior Vice President concerning planning, development, and implementation of administrative information systems are the responsibility of the Assistant Vice President--Information Systems and Services, in consultation with the Joint Operations Group, the Computer Center Directors, University Communications Planning Group, and the Advisory Group on Information Systems.

Development of University information systems shall recognize the following division of responsibilities:

*Office of the President Corporate Responsibilities* )✓

1. Establishment of policies, procedures, and standards for systems development throughout the University.
2. Establishment of procedures and controls, consistent with applicable laws and regulations, to ensure the physical security of computer-based data, the privacy and confidentiality of data, and timely, efficient, and appropriate access to records, files, and data bases.
3. Monitoring of the information management function throughout the University to ensure the integrity of data across functional lines by monitoring data requests, developing consistent data element definitions across application systems, and avoiding duplicate data collection.
4. Development and maintenance of all systems that support the corporate functions of the University, including responsibility for all costs related to the development and maintenance of those systems. Development and maintenance of all systems necessary for internal operations of the Office of the President.
5. Specification of the data needed from campuses to meet corporate administrative information needs. In specifying required data, the Office of the President will follow established guidelines and give recognition to lead times and costs associated with compliance.

*Campus Responsibilities*

1. Development and maintenance, within policies, procedures, and standards established by the Office of the President, of systems necessary for campus internal operations, including responsibility for all related costs.
2. Establishment of campus policies and procedures to ensure compliance with policies, procedures, and standards issued by the Office of the President.

3. Timely response, in accordance with established guidelines, to corporate requirements for campus data necessary to meet corporate needs, including the cost of providing the data.
4. Maintenance of detail data to substantiate any aggregate data provided in response to corporate requirements.

Exceptions to the above division of responsibilities may be authorized by the Senior Vice President--Administration when consistency of systems is essential for control or to fulfill corporate fiduciary responsibilities.

Sharing of hardware and software is in the best interests of the University. Compatibility of hardware and software must be considered by the Office of the President and by campuses during systems design and in the purchase or acquisition of computing equipment and products.

In order to allocate the operating costs of administrative information systems appropriately, recharge procedures may be implemented by Chancellors, the Vice President--Agriculture and Natural Resources, and the Senior Vice President--Administration for administrative information services provided at their respective locations.

*Appendix A*

Supplementary University Documents on  
Administrative Information Systems

1. A Conceptual Framework for a University Information Systems Plan (April, 1977)
2. University Administrative Information Systems Plan 1981-84
3. Guidelines for Data Requests by Administrative Units of the Office of the President (August, 1983)
4. Guidelines for Security of Computing Facilities (May, 1981) (covers physical security)
5. Security Policy for Files Kept in the Data Processing Centers; letter from President Hitch to Chancellors et al., April 26, 1968 (covers data security and retention)
6. Guidelines for Campus and Systemwide Administration Acquisitions Involving Computing (August, 1976)
7. Business and Finance Bulletin CAC-1, "Computer Center Fiscal Operations"

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Conceptual  
Framework (as  
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