جامعة فهد بن سلطان
FAHAD BIN SULTAN UNIVERSITY

Proactive Data Collection & Management Policy

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Policy Name:	Proactive Data Collection & Management Policy
Handler:	Center for Statistics and Information (CSI)
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1. Overview

FBSU depends significantly on data to track and evaluate its progress toward fulfilling its mission and objectives. Consequently, maintaining the integrity, precision, and reliability of both institutional and departmental data is essential. To achieve this, FBSU will implement a forward-thinking, structured approach to data collection and management, ensuring that necessary data is readily accessible with the anticipated levels of accuracy and trustworthiness.

2. Data Dictionary & Data Definitions

The Deanship of Quality and Academic Accreditation (DQAA) ensures consistency and accuracy in institutional data. Under its oversight, the Center for Statistics and Information (CSI) will create and maintain a centralized data dictionary. This resource will standardize definitions for all variables, metrics, and key performance indicators (KPIs) across the university, with regular updates to reflect evolving needs.

3. Scope

The FBSU Data Warehouse, managed by the DQAA and CSI, is restricted to authorized personnel. CSI serves as the primary data custodian, overseeing system administration, access controls, and security protocols.

4. Definitions

- **Access Control:** Access Control: A system ensuring that only approved individuals or entities can access the database based on their authorization levels defined in the Data Access Policy.

- **Authorized CSI personnel:** Individuals designated to manage the data, with duties and roles defined by the DQAA.

- **Center for Statistics and Information (CSI):** A central hub responsible for coordinating the creation, storage, access, and distribution of data.

- **Consistency Checks:** Processes to verify that data definitions are standardized and carry uniform meaning throughout the campus.

- **Data Custodian:** The CSI, operating under DQAA, acts as the official data custodian.

- **Data Owners:** Academic leaders or administrators tasked with generating, storing, and overseeing specific data types.

- **Data Stewards:** Administrators directly responsible for managing one or more categories of institutional data.

- **Redundancy Checks:** Measures to prevent duplication and unnecessary additional costs.

- **Tracking:** Monitoring based on established timelines and schedules.

- **Security Measures:** Protections to shield the system from unauthorized access or tampering.

- **Tracking:** Monitoring based on established timelines and schedules.

5. Data Collection Policy & Process

- FBSU maintains a centralized data warehouse accessible only to authorized users.

- CSI ensures data accuracy, consistency, and security while managing collection processes.

- CSI employs proactive strategies to guarantee timely availability of data and reports.

- A notification system alerts stakeholders about deadlines, data updates, or report availability.

6. Institutional Data Collection

At each academic year's start, DQAA identifies required institutional data and submits formal requests to CSI. Requests must include:

- Data/report types,

- Format specifications,

- Required timelines, and

- Responsible data owners/custodians.

Handling Requests:

- **Regular Requests**: CSI confirms receipt, updates schedules, and notifies stakeholders.

- **New Requests**: CSI collaborates with relevant units to implement steps outlined above.

7. On-Demand (Ad Hoc) Data Collection:

- Beyond routine requests, the university administration, units, or individuals may submit data requests to address unforeseen needs or situations.

- All ad hoc data requests must be routed through the DQAA.

- The CSI assesses these requests as they emerge, coordinating their preparation and delivery.

- The CSI examines each request to ensure consistency and eliminate redundancy.

8. Department/Unit-Level Responsibilities:

- All departments and units are required to contribute to the preparation and management of institutional data.

- Additionally, units and departments must provide data related to their operations and quality assurance efforts to the CSI for integration into the central warehouse.

- To maintain consistency and prevent duplication, departments and units must align their data collection efforts with the CSI.

- Each department or unit will designate a data custodian and a data steward to supervise its data collection and management activities.

9. Data Usage and Availability:

- Data users must access information exclusively through the warehouse, avoiding direct contact with custodians.

- CSI issues automated alerts for data updates or new reports.

- Authorized users generate customized reports via approved tools (e.g., Power BI), ensuring efficient data utilization.

This policy prioritizes streamlined workflows, accountability, and secure access to uphold FBSU's commitment to data-driven decision making.