

**Data Entry Policy**  
**(Approved by the St. Ambrose University Officers Spring 2007)**

*Preamble*

The integrity and quality of data and evidence used to inform decision making is central to both the short-term and long-term health of St. Ambrose University in terms of our ability to serve our students and achieve our mission. We are not only accountable to students, our primary constituents, but we are also accountable to faculty, staff, and multiple external agencies at the local, state, regional, and federal levels. As such, it is essential that required data be entered into our official university database, currently Datatel, in an accurate and complete manner to ensure the reliability and validity of the data and decisions made based on the data.

Reflecting the information presented above, the following policies are intended to enhance the reliability, validity, and usability of data at St. Ambrose University.

*Individuals*

1. All advertisements for staff positions requiring extensive data entry and query use of Datatel must identify experience with relational databases, especially Datatel, as a preference for the position.
2. All staff that use Datatel are expected to attend all training identified as required by the Director of Information Technology.
3. All staff hired into positions requiring Datatel use must demonstrate competency commensurate with the Datatel use requirements of the position by the end of their 90 day probation period. Failure to achieve competency will be dealt with in accordance with sections 22.220 and 22.221 of the St. Ambrose University *Staff Manual*.

*Offices*

1. The Information Technology Department provides general Datatel use and query training.
2. All supervisors of Datatel users are expected to excuse users from office duties to attend required Datatel training. Attendance at optional training is worked out between the Datatel user and his or her supervisor; supervisors are encouraged to make such attendance possible.
3. All offices where data entry occurs must develop and implement a verification procedure for establishing the reliability, validity, and completeness of data entry, and such procedures will be approved by the Associate Vice President for Assessment and Institutional Research and the Database Administrator.
4. Data validity procedures identified under item 3 are particularly important for those who supervise students entering data as these supervisors are responsible for the accuracy and completeness of data entry.

5. Offices are required to use only the University administrative database, currently Datatel, for initial institutional data entry and all data maintenance.

*Institution*

1. The Associate Vice President for Assessment and Institutional Research and the Database Administrator will facilitate conversations among data end users at least once per year to ensure that needed data are being captured accurately and completely at data entry points.