




October 4, 2016

MEMORANDUM

TO: U. T. System Department Heads

FROM: David E. Daniel, Deputy Chancellor 

SUBJECT: NEW PROCESS: Making Requests for Data or Information from the Campuses

Dear Colleagues:

During the data collection phase of the organizational assessment, we heard from the campuses that responding to requests for data and information from System Administration is a significant burden, and that reducing and streamlining those requests would be one of the most important actions System Administration could take.

After researching several alternatives, we believe the best solution is for System Administration staff to begin using a new standard process for making data and information requests to campuses. By first looking internally within System Administration for any needed data and information, we anticipate this new process will help to reduce the campus burden, ensure data is accurate and consistent, and provide us with a comprehensive picture of the volume and types of data and information needed from the campuses.

Over the next several weeks, we will coordinate meetings with Department Heads, Ambassadors, and specific departments as needed to provide training on the new process and online intake form. However, I ask that you begin using this process following the October 5<sup>th</sup> Department Head meeting for requests for data and information that you currently send to the Office of Strategic Initiatives or that may require contacting the campuses. Please use this link to access the online process:  
<http://datarequest.utsystem.edu>

Following the online submission of your request, the Office of Strategic Initiatives will have five (5) business days to determine whether the data exists within System Administration and provide an estimated timeline for delivery or offer alternative sources to fulfill the request. If the data is not internally available and the alternatives do not meet your needs, you have the option of making a campus request following approval from the Executive Advisory Group (EAG) which is comprised of the Executive Vice Chancellors for Academic, Health, and Business Affairs, and the Deputy Chancellor.

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Once approved by the EAG, the Office of Strategic Initiatives will provide guidance on the scope of the request, the timeline for distributing the request and collecting the data or information, and assist with the data collection efforts as needed, including communications to appropriate individuals on campus.

For those individuals and departments that make recurring requests (budget information, tuition setting, etc.), we ask that those requests be made through this process as well. Recurring requests will be made using a separate, shorter online form and only need to be approved once by the EAG. During the training process you will learn more about when these recurring requests will need to be entered online. We recognize that your feedback will be critical to ensure we are balancing our internal operational needs with campus needs to reduce the reporting burden. If you have any questions or concerns about this process or would like to schedule department-specific training, please contact [improvement@utsystem.edu](mailto:improvement@utsystem.edu).

Many thanks.

DED/jlb

c: Jana Pankratz