

BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

Maintenance and Review of Institutional Data		SOP #: GA.009.00
Effective Date	10.1.2022	
Last Revision/Review	10.1.2022	

1. Purpose

The maintenance and review of published institutional data and outcomes data shall include a review by the Office of Institutional Effectiveness and the Office of Compliance.

2. Related Policy/Authority

3. Faculty/Staff Responsibilities

Office of Institutional Effectiveness (OEA) and Office of Compliance

4. Definitions/Abbreviations

5. Procedural Steps

1. The custodian of the institutional data and outcomes is the Office of Institutional Effectiveness.
2. The Office of Institutional Effectiveness will work with the Office of Compliance and additional offices including but not limited to the Office of Enrollment Services (Admissions, Financial Aid, Registrar), the Office of Evaluation and Assessment, the Office of Finance, the Office of Student Affairs, and the Office of Human Resources to ensure accuracy of data.
 - a) The Institutional Snapshot is reviewed regularly by the OEA and Office of Compliance. It is updated, at minimum, annually each August.
 - i. The Data contained within the Institutional Snapshot is subject to regulatory requirements.
 - ii. Data is reflective of all enrolled students at the date of census unless otherwise noted (e.g. matriculation data).
 - b) The OIE is responsible for regulatory reporting for NMHED, THECB, NCSARA, COCA, IPEDS.
3. All internal data requests follow SOP GA.012.
4. All marketing and communications related materials are reviewed for accuracy of content and data by the Office of Institutional Effectiveness and/or the Office of Compliance.

6. Reports/Charts/Forms/Attachments/Cross References

<https://burrell.edu/data-and-outcomes/>
<https://burrell.edu/GA012/>

7. Maintenance

Annual

8. Signature

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Approved by

10.1.2022

AVP of Institutional Effectiveness

Date

9. Distribution List

Internal/External

10. Revision History

Revision Date	Subsection #	Summary of Changes	New/Cancellation/Replacement? (if applicable)	Approval Date