


The slide features a light gray background with blue and dark blue geometric shapes at the top and bottom. On the left, there are several horizontal lines of varying lengths, some ending in small circles, resembling a circuit board. On the right, there are similar lines, some ending in small circles, also resembling a circuit board.

Ensuring Appropriate & Clear Insights: Managing Data Requests at OSRHE

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Oklahoma State Regents for Higher Education (OSRHE)



About OSRHE

- Coordinating board for Oklahoma's 25 public colleges and universities
 - State system includes two research universities, 10 regional universities, one liberal arts university, and 12 community colleges
 - System Analysis and Reporting (STAR) division collects, analyzes, and presents data on Oklahoma postsecondary education
 - The Unitized Data System (UDS) is our central data warehouse that stores student demographics, enrollments, outcomes, and more
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Data Request Intake Pathways



→ **Executive**

- Requestor: Chancellor, State Regents, Legislature
- Routed through Vice Chancellor for Administration



→ **Media**

- Requestor: Journalist, Broadcaster
- Routed through Associate Vice Chancellor for Communication



→ **Other**

- Requestor: Institutional Personnel, Researchers, State Agencies, Other Entities/Stakeholders
- Routed through online Data Request Form

Data Request Form

- Promotes dashboards/static reports as a first resource
- References our Data Access and Management Policy
- Addresses evaluation process, timeline, and expectations
- Notifies two STAR and one WED personnel upon submission

OSRHE Data Request Form

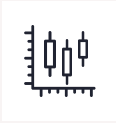
Thank you for your interest in requesting data from the Unitized Data System (UDS) and Workforce and Economic Development areas at the Oklahoma State Regents for Higher Education (OSRHE).

Before submitting a data request, we encourage you to explore our [interactive public dashboards](#), which provide comprehensive insights into Enrollment, Student Success, Degrees Conferred, Critical Occupations, and Employment Outcomes across institutions in the state system. Additional static reports on [Enrollment](#), [High School Preparation](#), and [Outcomes](#) are also available on the OSRHE website.

We also recommend reviewing our [Data Access and Management Policy](#), which outlines the guidelines for accessing data within UDS.

If the available dashboards or reports do not meet your data needs, please complete and submit this form. Data request processing takes a minimum of 10 business days, though this time may vary depending on the complexity of your request and/or System Analysis and Reporting (STAR) workload. Data release is subject to approval.

Request Review & Safeguards



Form Submission

Requestors indicate the purpose of the request, intended use of the data, and publication plans



STAR Review

STAR reviews the complexity of the request, type of data requested, and potential impact to ensure alignment with stated purpose/privacy standards



Approval Criteria

Compliance with FERPA/Data Access and Management Policy, valid purpose, and protection of PII and sensitive data

Balancing Access & Privacy



Access Levels

Data Access and Management Policy categorizes access into five levels, with restrictions on sharing sensitive or PII



FERPA Compliance

FERPA protects students data and ensures it is shared only with individuals who have a legitimate need



Redaction/Aggregation

When appropriate, OSRHE may redact or aggregate data to prevent the disclosure of PII



Purpose/Use Review

The purpose and intent of the data request are key factors in the decision to share data


Promoting Accurate Interpretation

- Set Expectations Early: Clarify data limitations, definitions and key caveats
- Protect Privacy: Suppress or aggregate small counts to avoid disclosure and misinterpretation
- Provide Context: Include data notes or a dictionary with shared files
- Follow Up When Needed: Offer clarification or meetings for high-impact requests
- Collaborate Internally: Work with internal teams to ensure aligned messaging



Communicating Limitations & Denials

When a request must be denied or narrowed due to privacy, policy, or capacity, we typically respond via email and provide:

- An explanation of the reason for non-disclosure (e.g., privacy laws, FERPA restrictions, lack of data availability)
 - Alternative solutions or guidance (e.g., aggregate data, access to other public reports, or dashboards)
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Lessons Learned & Best Practices



Formal Intake Process

Data request intake pathways allow us to standardize intake, track submissions, and ensure consistent vetting of data use



Documentation

Clear metadata, caveats, and direct communication reduce risk and improve trust



Key Partnerships

Working closely with internal divisions allows us to tailor data sharing and messaging based on audience and policy context



Privacy Protection

As new data sources emerge, we continually refine our practices to ensure they meet FERPA and state-level privacy expectations

Closing Thoughts

- Managing data requests requires more than technical access – it requires judgement, communication, and trust-building
- Data sharing is a stewardship responsibility; thus, we aim to be transparent, responsive, and protective of the students and institutions our data represents
- As more agencies invest in data systems and expand the use of education and workforce outcomes, we must continue to evolve our practices to support appropriate use, responsible sharing, and strong stakeholder understanding

Thanks!

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