

**DATE:** May 20, 2021**SUBJECT:** Financial and Statistical Reporting Policy Amendment**ACTION RECOMMENDED:** Approval

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**BACKGROUND INFORMATION**

With the Focus on College and University Success (FOCUS) Act of 2016, the Tennessee Board of Regents are to maintain control of the Locally Governed Institutions (LGIs) data systems for state reporting purposes until the Tennessee Higher Education Commission (THEC) approves an LGI's request to assume authority over its own data system. In the coming months, LGIs may have the opportunity to assume control over their own data systems, with the Commission's approval, subject to their ability to submit data and adhere to data quality protocols put forth by staff. The proposed revisions to the Financial and Statistical Reporting portion of the Policy Manual codify current THEC practices that define data elements and directs, per statutory authority, public institutions to collaborate with THEC in order to ensure data quality.

**PROPOSED POLICY REVISIONS**

Attached is a redlined version of proposed policy revisions as well as a final version should the revisions be approved by the Commission. All proposed revisions align the policy with the format of other policies in the THEC Policy Manual, clarify language on THEC's statutory requirements and authorities, and add or remove language consistent with applicable legislative action. A brief summary of the major revisions are below.

**1.0.20 Publication of Standards**

This revision adds the Data Dictionary as a document to which all public institutions can reference for how THEC defines all data required for enrollment, completion, course, and ad hoc data collections. The Data Dictionary, long-time managed by the Student Information System division of THEC, is continuously updated and posted onto the THEC website.

**1.0.30C**

This revision directs the staff to assess the extent to which the current data collected encompasses all measures necessary to meet the needs of THEC, its master plan, and other requirements of the state. Staff will engage in data

collection assessments as needs and requirements evolve.

#### **1.0.30G**

In alignment with § 49-8-203(i), which directs institutions to provide data to THEC for information, assessment, and accountability purposes, this revision directs public institutions to collaborate with THEC on ensuring data are accurate and reliable. This provision will aid THEC in its charge to maintain data quality.

#### **RECOMMENDATION**

Proposed revisions to the THEC Policy Manual's Financial Policies section have been thoroughly reviewed by the Policy, Planning, and Research Division and the Office of General Counsel and are recommended for approval and adoption.

<b>Section Title:</b>	Financial Policies
<b>Policy Title:</b>	Financial and Statistical Reporting
<b>Policy Number:</b>	F1.0
1.0.10	<b>Scope and Purpose.</b> The Commission shall establish and enforce uniform standards of accounting, financial, and statistical reporting for all public institutions of higher education and adhere to statutory and administrative reporting requirements.
1.0.20	<b>Publication of Standards.</b> The Tennessee Higher Education Commission has promulgated, in conjunction with the Comptroller of the Treasury and Commissioner of Finance and Administration, accounting and financial reporting standards for state community colleges, universities, and colleges of applied technology. These standards are contained in the publication, <i>Financial Reporting for Tennessee Public Colleges and Universities</i> .
	<hr/> <p style="color: red;"><u>The Tennessee Higher Education Commission has developed, in conjunction with governing boards and institutions, standards for the enrollment, completion, course, and ad hoc data collections. These standards are contained in the Data Dictionary, which will be reviewed and updated as necessary and posted on the THEC website.</u></p>
1.0.30A	<b>Procedures.</b> The Commission shall adhere to all reporting requirements under Tennessee statute, including an annual report to the Governor and General Assembly that shall address the topics of access, efficiency, productivity, and quality.
1.0.30B	The Commission shall work with governing boards and institutions to ensure that the annual audit of financial and enrollment records for each public institution of higher education in the state conducted by the Comptroller of the Treasury is reported to the Commission.
<u>1.0.30C</u>	<u>The Commission shall, as deemed appropriate, inspect data collected and stored in the THEC Student Information System to ensure the data collected meet the needs of the Commission, the master plan, and the requirements of the state.</u>
1.0.30 <u>CD</u>	The Commission shall review the July 1 proposed and October 31 revised budgets of all public higher education programs and transmit the budgets and any comments to the Commissioner of Finance and Administration.
1.0.30 <u>DE</u>	The Commission shall collect other statistical information as necessary to carry out its statutory responsibilities. To the extent possible, such

information shall be collected in standard formats and at regular intervals in order to minimize the workload of institutions and governing boards. Such information shall include, but not be limited to, instructional costs, students, academic programs, graduates, and facilities.

1.0.30EE The Commission shall maintain a database for information, assessment, and accountability purposes to facilitate the statewide public policy agenda. Per T.C.A. § 49-8-203(i), institutions shall provide such data elements the Commission deems necessary to carry out this task. The Commission may report any information it considers necessary in accordance with applicable statutes, procedures, and internal policies.

1.0.30G The public institutions of higher education shall work with the Commission to ensure that statistical information reported through enrollment, completion, course, and ad hoc data collections in the THEC Student Information System are accurate and reliable.

1.0.30FH The Commission shall work with all public institutions of higher education to post a link to the Commission's website, where consumers may view tuition and fees, graduation rates, and other information on programs in the state.

1.0.30GI The Commission shall submit the revised higher education funding formula for the following fiscal year to the Office of Legislative Budget Analysis and the Comptroller of the Treasury no later than December 1 of each year.

1.0.30HI The Commission shall report any projected tuition increases for the next academic year to the Office of Legislative Budget Analysis and the Comptroller of the Treasury no later than December 1 of each year.

1.1.30IK The Commission shall publish a financial disclosure statement for student activity fees, which shall account for the student activity fees at public universities and community colleges on a campus-by-campus basis, including:

- 1) The number of undergraduate and graduate students enrolled;
- 2) The source of any student activity fees according to the number of students enrolled as undergraduate or graduate students;
- 3) The expenditure of the student activity fees; and
- 4) Funds not expended during the disclosure period.

1.0.30JL The Commission shall receive, approve, and submit to the Governor requests for appropriations to support the programs of the Tennessee Student Assistance Corporation.

**Approved:** April 22, 1988

**Revised:** May 11, 2017 20, 2021

**Applicable Statute**

T.C.A. § 3-14-202, legislative budget analysis

T.C.A. §49-7-112, supply and demand report

T.C.A. § 49-4-207, Tennessee student assistance corporation

T.C.A. § 49-7-202, legislative budget analysis, comptroller, uniform standards, articulation and transfer report

T.C.A. § 49-7-210, annual report

T.C.A. § 49-7-211, student activity fees

T.C.A. § 49-7-2019, posting of information

T.C.A. § 49-8-203, data

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