



## TENNESSEE HIGHER EDUCATION COMMISSION

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REGULAR CALENDAR ITEM: V.

**MEETING DATE:** November 16, 2023

**SUBJECT:** Financial Policies  
F1.0 – Financial and Statistical Reporting

**ITEM TYPE:** Action

**ACTION RECOMMENDATION:** Approval

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### BACKGROUND

THEC Financial Policies F1.0 – Financial and Statistical Reporting establishes uniform standards of accounting, financial, and statistical reporting, including standards for enrollment, completion, and ad hoc data collections from institutions of higher education.

### PROPOSED POLICY REVISIONS

The proposed revisions clarify language that reflect current data collection and usage and establish a staff-led data governance steering committee to guide the standardization and modernization of the agency's data-related practices. Attachment A provides a redlined version of the policy. Attachment B provides a clean version of the proposed changes. The major revisions are summarized below.

#### **1.0.30B**

This revision clarifies the language to align agency policy with historical practices.

#### **1.0.30C and 1.0.30D**

These revisions establish a data governance steering committee to standardize data-related practices on collection and usage and clarify that a function of the steering committee is to help ensure THEC's data holdings contain the information needed to fulfill the goals outlined in the Tennessee Higher Education Master Plan.

**ATTACHMENT A: REDLINED VERSION OF PROPOSED CHANGES**

**Section Title:** Financial Policies

**Policy Title:** Financial and Statistical Reporting

**Policy Number:** F1.0

1.0.10 **Scope and Purpose.** 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 **Publication of Standards.** 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, *Financial Reporting for Tennessee Public Colleges and Universities*.

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.

1.0.30A **Procedures.** 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 is able to be conducted by the Comptroller of the Treasury ~~is reported to the~~ Commission.

1.0.30C The Commission shall establish a staff-led data governance steering committee to standardize agency procedures and practices relative to data acquisition, management, usage, reporting, and sharing.

1.0.30DC The Commission shall, ~~as deemed appropriate~~ with the guidance of

[the data governance steering committee](#), inspect data collected and stored in the THEC Student Information System to ensure the data collected meet the needs of the Commission, the ~~master-Tennessee~~ [Higher Education Master Plan](#), and the requirements of the ~~S~~state.

1.0.30~~ED~~ 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~~FE~~ 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.

1.0.30~~GF~~ 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.

1.0.30~~HG~~ 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.

1.0.30~~IH~~ 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.

1.0.30~~IJ~~ 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.

1.0.30~~KJ~~ 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.

1.1.30~~LK~~ 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, 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.

1.0.30~~ML~~ 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](#)

May 20, 2021

[November 16, 2023](#)

### **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

**ATTACHMENT B: CLEAN VERSION OF PROPOSED CHANGES**

**Section Title:** Financial Policies

**Policy Title:** Financial and Statistical Reporting

**Policy Number:** F1.0

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The Tennessee Higher Education Commission has developed, in conjunction with governing boards and institutions, standards for the enrollment, completion, 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.

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1.0.30C The Commission shall establish a staff-led data governance steering committee to standardize agency procedures and practices relative to data acquisition, management, usage, reporting, and sharing.

1.0.30D The Commission shall, with the guidance of the data governance steering committee, inspect data collected and stored in the THEC Student Information System to ensure the data collected meet the

needs of the Commission, the Tennessee Higher Education Master Plan, and the requirements of the State.

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