

HARTNELL COMMUNITY COLLEGE DISTRICT

Operational Memorandum #102

Data Sharing Agreements Review and Approval Process

Purpose: To establish a clear process for reviewing and approving data-sharing agreements with external partners to ensure feasibility, data security, legal compliance, and benefits to each partner institution.

Background: With the growing interest in using data to inform decision-making, and with the number of external partnerships that have developed over the year, data-sharing agreements have become more common, yet there is no clear process for review and approval.

Process

1. When a need for a data-sharing agreement is identified, the originator will inform the Associate Vice President of Equity, Effectiveness, and Success to discuss whether the Office of Institutional Research should be involved in the development of the agreement.
2. If assistance is needed, the originator will facilitate the involvement of the Office of Institutional Research with the external partner.
3. Once the agreement has been drafted, it should be routed using the review and approval cover sheet (attached):
 - Feasibility: Director of Institutional Research
 - Data security review: Vice President of Information Technology
 - Legal compliance: initial review by Vice President of Administrative Services (VPAS), legal counsel if deemed necessary by VPAS.
4. The approved data-sharing agreement will forward to the District's contract approval process, including Governing Board ratification if deemed necessary.
5. The data-sharing agreement may only be signed by the District's authorized signatory.
6. Once the data-sharing agreement has been executed, the agreement will be housed in the Office of Administrative Services, and a copy will be housed in the Office of Institutional Research.

Approved: March 8, 2024; Revised: 8/14/2024

OM 102 – Data Sharing Agreements Review and Approval Cover Sheet

This form is to be completed and accompany the proposed data-sharing agreement. If approved through this review, the agreement will advance to the District’s contract approval process, including Governing Board ratification if deemed necessary.

Name/External Partner: _____

Hartnell Originator/Email: _____

Required Reviewer

Signature of Approval / Date

Vice President, Institutional Equity
Effectiveness, and Success

Director, Institutional Research

Vice President, Information Technology

Vice President, Administrative Services
