**UPWA Data Management Procedures**

3/21/2016

**Background Information**

The University of Montana University-wide Program-level Writing Assessment (UPWA) provides relevant information about our Intermediate Writing curriculum by assessing and scoring student-revised papers from Intermediate Writing courses. This is done using a Holistic Scoring Rubric.  The assessment process offers professional development opportunities for faculty and staff who are committed to improving student writing proficiency at UM.

UPWA assessment data inform important decisions about teaching and learning; therefore, UPWA data should be protected and shared only with appropriate stakeholders. This document provides stewardship procedures for storing and providing access to UPWA data. Any new participant in UPWA data management should be informed of these stewardship policies. This document outlines procedures applicable to UPWA data files.

**Expected Data**

Types of UPWA data generated:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Data File** | **Types of data included** | **File Name** | **Format** | **Access/ Storage Location** |
| Moodle Output Files (by retreat) | Student IDs, Essay Codes, Scores, Strength and Weakness Codes, Survey Answers | SpringYearRetreatData  Ex:  Spring15RetreatData | csv file | UPWA coordinator only/UM Box |
| Banner Upload Files (by retreat) | Same as above, reformatted for uploading | wpwaSpringYearRetreat  Ex:  wpwaSpring15Retreat | csv file | UPWA coordinator only/UM Box |
| Output Files  (by retreat) | All data from a single retreat plus data pulled from Banner (e.g., grades, courses, credits earned) | SpringYearRetreatOutput  Ex: Spring15RetreatOutput | csv file | UPWA coordinator only/UM Box |
| Master Files  (all retreats) | Data from all retreats plus data pulled from Banner; output file for each retreat will be merged with this file | MasterRetreatOutput | csv file | UPWA coordinator only/UM Box |
| Master File Stripped | Data from all retreats plus data pulled from Banner; ALL SENSITIVE DATA STRIPPED | MasterRetreatOutputStripped | csv file | UM Box |

**Data Storage, Preservation and Retention**

UPWA data is stored in UM Box,\* which provides a secure location behind a UM login and which allows for varied levels of appropriate access. Other UPWA related files (procedures, communications, etc.) also are stored in UM Box. UMOnline has copies of the procedures for setting up and maintaining the Moodle sites and the process for downloading data from Moodle.

The UPWA Program Assistant/Coordinator is responsible for stored data, backup and preservation. The UPWA Program Assistant/Coordinator is also responsible for the overall and day-to-day management of the data. Because of the use of Moodle, UMOnline also has the raw data and the Moodle site backups for each semester samples were collected.

Data are stored for a period of five years in UM Box (ie, not on an employee’s computer) in order to facilitate purposeful, longitudinal benchmarks.

**Data Sharing and Dissemination**

UPWA data must be protected from unauthorized acquisition or disclosure as well as accidental or intentional modification or loss. All sharing of UPWA data will happen in UM Box (e.g., not through email).

The following individuals should have full access (co-owner status) to UPWA data files in UM Box:

* UPWA Program Assistant/Coordinator
* Associate Provost for Dynamic Learning

In an effort to ensure UPWA data are used to inform decisions that improve teaching and learning, additional stakeholders may be invited to view UPWA data files. For example, faculty should have access to the annual UPWA report, and other partners may be given access to data that has been stripped of all identifying information to assist in data analysis.

A co-owner (listed above), may provide access (*but not editing or downloading privileges*) to appropriate audiences. This can happen in two ways:

* A stakeholder may be granted non-editing access to a folder in UM Box. Privileges should be set up so that data may not be changed or downloaded.

**Statement about Privacy and Confidentiality**

The purpose of UPWA data collection is to improve instruction, but the collected data includes potentially-sensitive student information. To ensure minimal exposure to potentially-sensitive information, the UPWA Assistant/Coordinator will remove FERPA-protected information and other individually-identifying information from the files before they are stored in UM Box.

**Statement about Institutional Review of Human Subject Research**

Where the data poses a research interest to an individual, or groups of individuals, it is required that the researcher(s) seek IRB approval (or appropriate exemptions) to be given access to data collected via the UPWA process.

The mission of UM’s Institutional Review Board (IRB) is to ensure the protection of human participants in research, maintain federal regulatory compliance, and facilitate research at the University of Montana. The University's Federal-wide Assurance number is FWA00000078.

[UM Policy 460](http://www.umt.edu/policies/Research%20Public%20Service/institutional.php) requires that all projects involving human subjects research be approved by the IRB when UM faculty, staff, or students are engaged in the research. Grant applications for these projects also must show evidence of IRB approval before they are processed by the Office of Research and Creative Scholarship.  Please contact the [IRB](http://www.umt.edu/research/compliance/IRB/) if you have any questions about your research.

**Resources Consulted**

FERPA Exceptions Summary

<http://ptac.ed.gov/sites/default/files/FERPA%20Exceptions_HANDOUT_horizontal_0.pdf>

North Carolina State University Libraries Elements of a Data Management Plan

<http://www.lib.ncsu.edu/guides/datamanagement/how_to_dmp>

University of Nebraska-Lincoln Data Management Plan Template

<http://libraries.unl.edu/images/Services/Data_management_plan_template.pdf>

University of Montana Institutional Review Board (IRB) for the Protection of Human Subjects in Research

<http://www.umt.edu/research/compliance/IRB/>

University of Montana University-wide Program-level Writing Assessment

<http://www.umt.edu/facultysenate/committees/writing_committee/UPWA.php>

**\*UM Box tips**

* User must be online to use UM Box
* User should install Box for Office (on a PC)
* User should install Box Edit (on a PC or Mac) to be able to edit documents directly in UM Box to ensure only one version exists.
* To edit directly in UM Box, click on the downward arrow next to the file. Select “Open with …” Edit the file and save.
* User must be inside a folder before inviting people to that folder
* User must set up his or her UM Box account with @umontana.edu before accessing
* User may share files with people who don’t have access to or prefer not to use UM Box by creating a url and allowing “people with a link” to access the file