

Operational Memorandum

Title: Data Sharing Agreements Review and Approval Process

Date: November xx, 2023

TO: Michael Gutierrez, Superintendent/President
Hartnell College Council

FROM: Cabinet

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:

- 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.
- If assistance is needed, the originator will facilitate the involvement of the Office of Institutional Research with the external partner.
- Once the agreement has been drafted, it should be routed using Adobe Sign to the following people for review:
 - Feasibility: Director of Institutional Research
 - Data security review: Vice President of Information Technology
 - Legal compliance: initial review by Vice President of Administrative Services, legal counsel if deemed necessary by VPA
- The data-sharing agreement should be signed by an authorized signer.
- 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.