FAU Procedures of Reporting to BOG

Updated on 8/27/2025

The Office of Institutional Effectiveness and Analysis (IEA) at Florida Atlantic University (FAU) follows the Board of Governors' (BOG) processes and procedures for data submission. Programmers and other administrative staff across campus upload the data files into the application portal and run edits using the BOG software. A designated employee in IEA completes the final submission after correcting or explaining the error warnings. The following are the procedural steps taken before submitting the files to BOG:

- IEA provides BOG portal, Due Dates Master Calendar, and Data Dictionary on their website FL BOG | Florida Atlantic University
- Data requests are distributed electronically via email by the Florida Board of Governors (BOG) IRM office to the FAU Data Administrator (Institutional Effectiveness & Analysis). Routine (recurring) data requests may only be posted on the Information Requests System (IRS).
- IEA is responsible for reviewing the BOG IRS, identifying FAU reporting responsibilities, ensuring that the appropriate Report Respondent has received notification of the data request, and providing any BOG transmitted data and/or spreadsheets.
- IEA maintains a spreadsheet that tracks the IEA BOG Data Request List & SUDS Data Request Calendar. Each BOG/SUDS data request is assigned a Report Respondent. The requests that need FAU Board of Trustee's approval are flagged. The spreadsheet is updated on an ongoing basis and is available on the IEA website at https://www.fau.edu/iea/fl-bog/index.php
- The Report Respondent is responsible for the timely and accurate completion of the report. IEA will assist as necessary.
- When the Report Respondent has completed the response, it is submitted electronically to IEA via email. IEA is responsible for the upload and submittal via the BOG PORTAL. The data request status on the IEA BOG Data Request List will be updated to IN.
- The Report Respondent is responsible for maintaining a copy of the filed report. IEA is responsible for maintaining a copy of the submission.
- Data File submissions are via the State University Data System (SUDS). IEA is the FAU submitter for SUDS. The respondent must ensure:
    - (1) that all required data are uploaded from the \iea\bog submissions secure transfer drive and edited;
    - (2) that all reports have been reviewed to ensure the accuracy of the reported data. Functional areas are responsible for the development and maintenance of error-checking reports and identifying errors as they occur. Data cleanup should be an ongoing process rather than a last-minute activity that could lead to a delayed or inaccurate submission;
    - (3) if applicable, that all level 9 edit errors (critical) explanations have been entered in the appropriate area provided within the SUDS system;
    - (4) complete the IEA SUDS Submission form which certifies that the data files represent the position of the University for the reporting period and officially notifies IEA that a SUDS submission is available for review/submittal.

    - (5) IEA is responsible for reviewing the submission, notifying the submitter of any problems with the submission, providing assistance if necessary, and officially submitting data via SUDS.
- The Data Administrator and the Report Respondent are responsible for any corrections and resubmissions that may be required and will follow the same procedures listed above.
- PAST DUE Data Requests: the Report Respondent will notify IEA that the response will be late, providing an explanation for the late response and an expected completion date. IEA will notify the Florida Board of Governors.
- FAU-SUDS portal access: IEA is the security manager for SUDS. Access requests to SUDS portal should be submitted via helpdesk ticket at https://helpdesk.fau.edu/TDClient/2061/Portal/Requests/ServiceDet?ID=52764. Approvals from both supervisor and FAU security manager are required for granting access to SUDS.