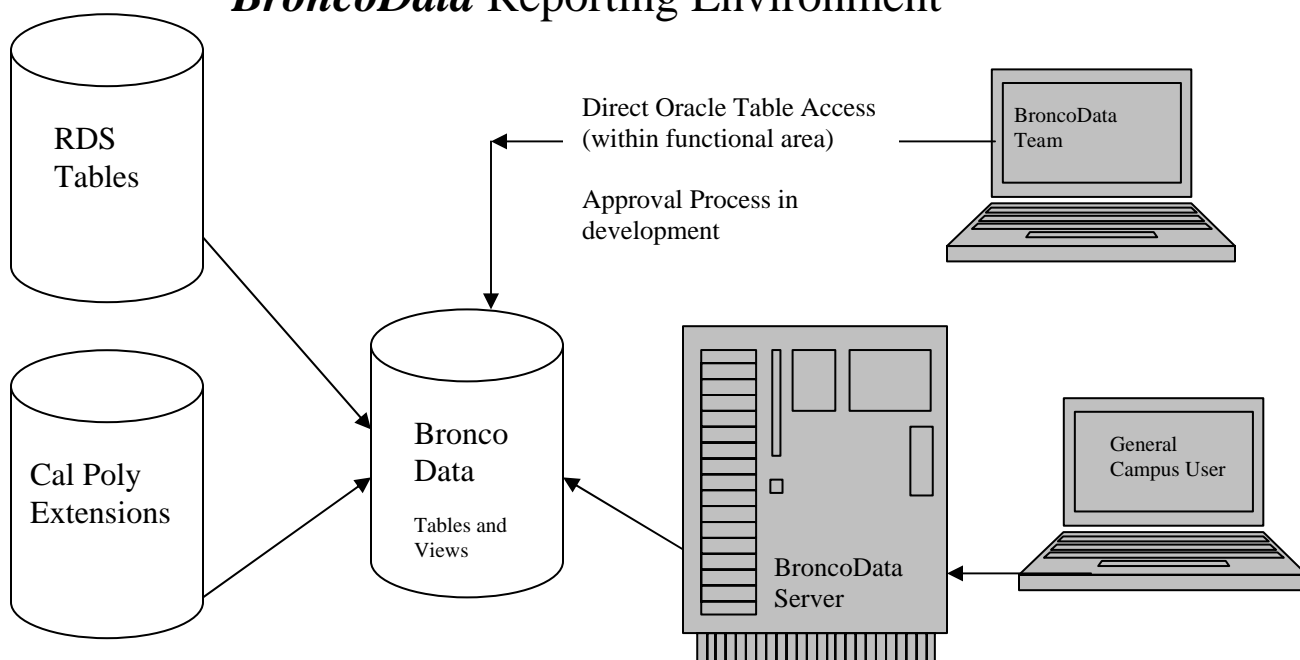


BroncoData Reporting Environment



BroncoData Accessibility

1. Only the RDS Administrators will have direct Oracle level access (i.e. have their own user account) to the RDS tables and Cal Poly Extensions.
2. Views and snapshots will be created in BroncoData to support campus-reporting needs. The BroncoData development team members will have Oracle level access (i.e. have their own user account) to the BroncoData tables.
NOTE: On an exception basis, direct access to BroncoData may be allowed, but there are requirements: a well-defined and approved business need, appropriate use and control of information, and registration of such use so that these activities are visible.
3. All other access to BroncoData will be provided through the establishment of Brio Roles and a Brio library. Multiple levels of access will be defined:
 - a. View Only – can view pre-existing reports and pivots in a query.
 - b. View and Process – can view pre-existing reports and process the query.
 - c. Analyze – users can modify pivots and charts, and set limits on data that is extracted on a pre-defined schedule (nightly, weekly, quarterly, etc). No access to the Query Section in Brio.
 - d. Analyze and Process – Same capabilities as Analyze, but can also Process the query.
 - e. Query and Analyze – can change pivots and limits and process the query. Can also access the Query Section and add new columns from the existing tables to the Request Line. Cannot add new tables to the query.
 - f. Data Model and Analyze – Can do all of the above functions, and add new tables to the query.
4. Access to individual student data may also be limited based upon an organizational unit or department. For example, specific individual student information provided may be limited to students in your college, academic or administrative department. A student list of units enrolled or term GPA requested by the Housing Office would only include Housing students, not all university students.
5. Access to confidential data in the reporting environment will be provided only on a need to know basis. Details are being discussed at this time. Several approaches are being investigated:
 - a. Provide the full field information, partial information or no information depending on the need.

- b. Design the BroncoData tables so that confidential data needed for aggregate reporting is available but cannot be tied back to an individual. For example: If you need to report on ethnic diversity you can do so at the aggregate level, but you cannot tie an ethnic code to a specific individual.
- c. Restrict the downloading of confidential data in an individual student record. All exceptions will be subject to approval by the security committee.

What is the BroncoData Development Team?

The BroncoData Development Team is a group of report developers from each SA functional area (Admissions, Registrar, Financial Aid, Student Financials, etc.) and from other college and departments in Academic Affairs and Student Affairs who will assume responsibility for the development of reports to meet the overall campus need. Key benefits of this team:

1. The team will work together on identifying requests and creating specifications to enhance the BroncoData warehouse. The collaboration will reduce duplication of efforts.
2. The team members will individually develop reports and queries for their specific units, and also develop reports and queries for use campus wide.
3. Team members will participate in 'knowledge transfer' between units both technically (SQL gurus, Brio gurus, and data experts) and in standardizing report content across units.
4. Team members will participate in the collection of business names and data definitions. Including developing report standards. (Example: What will be the standard name for class level? Will it be Class Level, Academic Level, Class Standing, Student Standing?)
5. Team Members will have direct Oracle access to the BroncoData tables, but in return must participate in the prior four activities.

We are looking for a variety of skills:

SQL writers,
Brio Query developers,
Writing
Communication
Web Skills
Training

Volunteers can contact me directly at <mailto:csbates@csupomona.edu>

Bob Hughes – Financial Aid
Lisa Rotunni - Colleges
Sheryl Cincush – Student Financials
Irene Callaci – Student Affairs
Jackie Almonte – Admissions & Outreach
Dean Chetkovich – External Administrative Offices