



Standard Administrative Procedure (SAP)

29.01.99.L1.38 Student Information System Committee

First Approved: October 9, 2013
Revised: June 22, 2017 (formerly numbered as TAMIU SAP 29.99.99.L1.01)
Next Scheduled Review: June 22, 2022

Procedure Statement and Reason for Procedure

A committee of data owners and system custodians will be responsible for ensuring the continued availability and security of the TAMIU's Student Information System (SIS). This Student Information System (SIS) Committee will be chaired by the Associate VP of Student Success/University Registrar and vice-chaired by the Associate VP for Information Technology/CIO.

This SAP establishes a committee for TAMIU's SIS that reviews changes to this system while ensuring its availability and security. This SAP supplements *TAMIU Rule 29.01.99.L1, Use of Information Resources and Facilities*.

Procedures and Responsibilities

1. Procedures
 - 1.1 The SIS Committee is responsible for the management of the SIS and will meet a minimum of 3 times each long semester to discuss current projects, long-term goals, SIS-related problems, and the development of procedures related to the SIS.
 - 1.2 The TAMIU University Registrar and the Director of Admissions are the data owners of student data. The TAMIU Provost & VP for Academic Affairs (VPAA) is the data owner of faculty data. The TAMIU Comptroller is the data owner of financial data. Together, they will be responsible for maintaining the accuracy of this data and approving access requests to the student/faculty data in their respective areas.

- 1.3 The SIS Committee will consist of primary data owners and departments who use the SIS.
- 1.4 The SIS Committee is responsible for testing any upgrades or patches in a test environment prior to applying to production.
- 1.5 To ensure enforcement of the principle of least privilege, all users with SIS access will be required to reapply for access by completing the “TAMIU Banner Security Request” annually. This request is reviewed and approved by the Associate VP of Student Success/University Registrar and then forwarded to Office of Information Technology (OIT) for granting approved access.
- 1.6 The SIS Executive Committee will consist of the Associate VP of Student Success/University Registrar, Associate VP for Information Technology/CIO, Associate VP for Student Success (AVPSS), Associate VP for Administration (AVPA), and the Associate Provost.
- 1.7 Requests for functional modifications and additions to the SIS (including the creation and deletion of holds) will be submitted in writing to the SIS Executive Committee for review and recommendations. The SIS Executive Committee will submit the request for modifications/additions along with its recommendation to the VP Council (President and VP’s) for final determination.

Related Statutes, Policies, Regulations, or Rules

[System Policy 29.01.03, Information Security](#)

TAMIU Rule 29.01.99.L1, Use of Information Resources and Facilities

Appendix

References:

Copyright Act of 1976
Foreign Corrupt Practices Act of 1977
Computer Fraud and Abuse Act of 1986
Computer Security Act of 1987
The Health Insurance Portability and Accountability Act of 1996 (HIPAA)
The State of Texas Information Act
Texas Government Code, Section 441
Texas Administrative Code, Chapter 202
IRM Act, 2054.075(b)
The State of Texas Penal Code, Chapters 33 and 33A
DIR Practices for Protecting Information Resources Assets
DIR Standards Review and Recommendations Publications

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