# Higher Education Data Advisory Council (HEDAC)

# Review Processes

In an effort to provide reliable, measureable and efficiency to the work that the MDHE Data Group perform under the guidance of the Data Advisory Council the following information outlines the review, comment, and publication process for the council.

* MDHE and/or HEDAC subcommittee make recommendation of change
* HEDAC recommends draft change or alternatives for approval
* Comment Period
  + HEDAC will determine an appropriate comment period, generally 30-120 days
  + Email notices to President’s, Chancellor’s, CAO’s, Data Coordinators, and other relevant reviewers (MAC, MODEC, etc) as determined by HEDAC
  + MDHE will provide a webpage with detailed information about the change
  + Return comments by email and potentially a web comment tool
* MDHE and/or HEDAC subcommittee review comments and recommend revision
* HEDAC recommend revised change or alternatives for approval
* HEDAC will implement further comment period if determined necessary
* Final approval from Commissioner, Assistant Commissioner, and/or CBHE where appropriate
* Publication
  + Post final version to MDHE research methodology webpage
  + Revise relevant documentation
  + Email notices and appropriate documentation to President’s, Chancellor’s, CAO’s, Data Coordinators, and other relevant stakeholders as determined by HEDAC

Revised by HEDAC 03/05/2010