

USF Board of Trustees
Governance Committee

Tuesday, February 27, 2024
Microsoft Teams Meeting

Trustees: Will Weatherford, Chair; Sandra Callahan, Michael Carrere, Mike Griffin, Melissa Seixas

A G E N D A

- I. Call to Order and Welcome Chair Will Weatherford
- II. Public Comments Subject to USF Procedure
- III. New Business ~~and~~ Action Items
 - a. [Approval of November 16, 2023, Minutes](#) Chair Weatherford

In considering the below agenda item, the Governance Committee is acting on behalf of the full

Agenda Item: III.b.

USF Board of Trustees
Governance Committee
February 27, 2024

Issue: Board of Governors Performance-Based Funding and Preeminence Data Integrity Audits and Certification

Proposed action: Acceptance of Performance-Based Funding (PBF) and Preeminence Data Integrity Audits and Approval of Data Integrity Certification

Executive Summary: Pursuant to Florida Statute 1001.706(5)(e) and the Board of Governors's letter to University Presidents and University Board of Trustees Chairs dated July 19, 2023, the USF Office of Internal Audit (IA) conducted internal audits of PBF and Preeminence Data Integrity. The primary audit objectives for both audits were to:

Determine whether the processes and internal controls established by the university ensure the completeness, accuracy, and timeliness of data submissions which support the performance measures.

Provide an objective basis of support for the President and Board of Trustees Chair to sign the representations included in the Data Integrity Certification.

The Board of Governors requires the acceptance of the audit results and the approval of the Data Integrity Certification by the Board of Trustees, with submittal to the Board of Governors by March 1, 2023.

The scope and objectives of both audits were set jointly and agreed to by the University President, Board of Trustees Chair, Board of Trustees Audit and Compliance Committee Chair, and chief audit executive. IA performed the audits in accordance with the current *International Standards for the Professional Practice of Internal Auditing* as published by the Institute of Internal Auditors, Inc.

Conclusion: Regarding the PBF audit, the overall conclusion was that there was an adequate system of internal controls in place to meet the audit objectives.

Regarding the Preeminence audit, an adequate system of internal controls in place over all 12 metrics, assuming

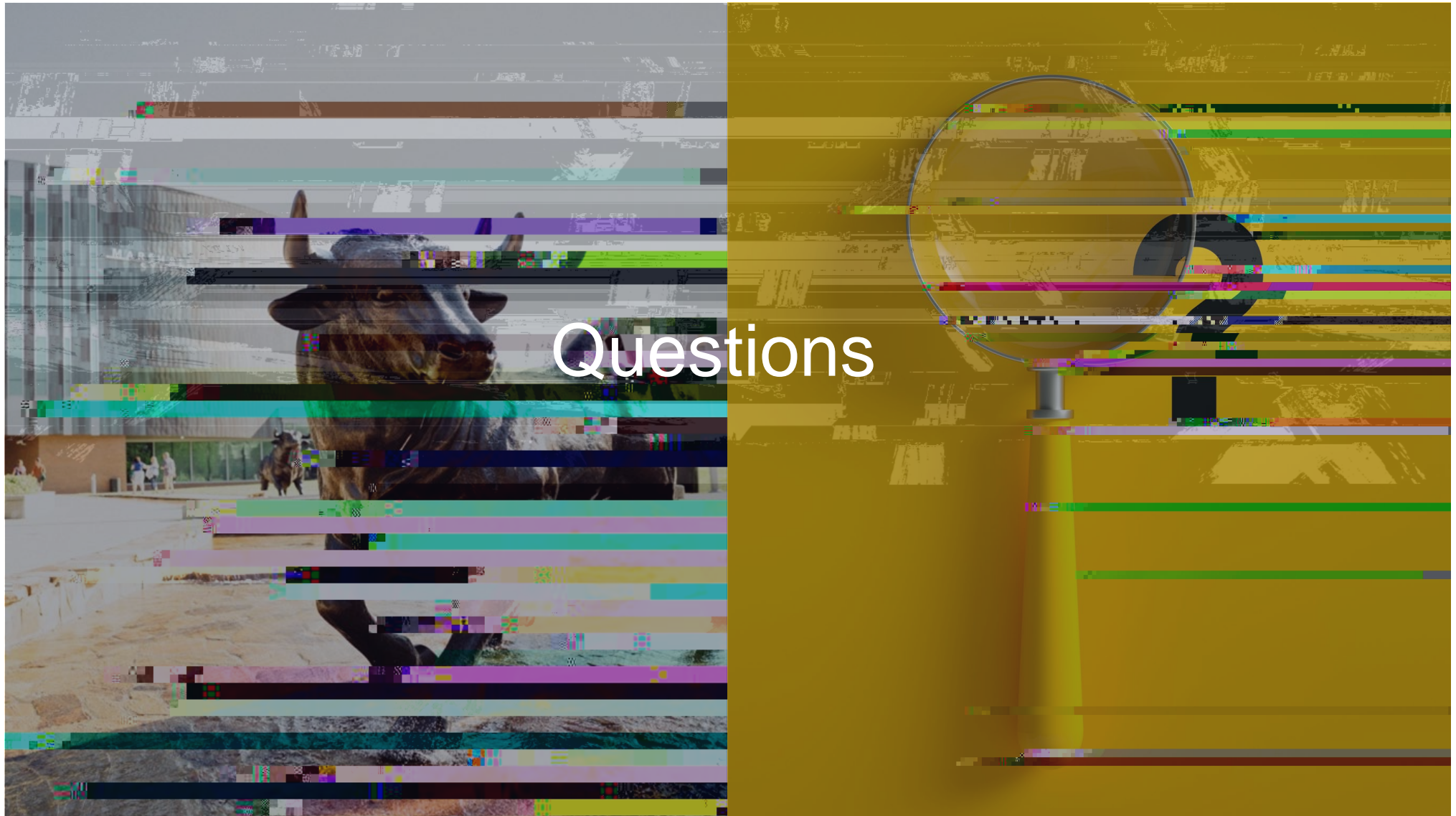
Summary



Overall Data Integrity Conclusion

Adequate system of internal control in place, assuming corrective actions are taken timely to address the medium-priority risks identified.

No impact to the overall status of the performance metrics.



IA 24-010

standards, and populate course attributes used by the BOG to identify excess hours exemptions. This includes deriving whether courses are “used to degree” or “not used to degree” from DegreeWorks.

The systematically-identified HTD population and CTD file are loaded into two custom Banner reporting tables for validation.



The audit focused on the internal controls established by USF as of September 30, 2023 to ensure the completeness, accuracy, and timeliness of data submissions to the BOG, which support the PBF measures.

The primary objectives of our audit were to:

Determine whether the processes and internal controls established by the university ensure the completeness, accuracy, and timeliness of data submissions to the BOG which support the PBF measures.

Provide an objective basis of support for the President and BOT Chair to sign the representations included in the Performance-Based Funding Data Integrity Certification, which will be submitted to the BOT and filed with the BOG by March 1, 2024.

The scope and objectives of the audit were set jointly and agreed to by the President, BOT Chair, the BOT Audit & Compliance Committee Chair, and the university's Chief Audit Executive. IA followed its standard risk assessment, audit program, and reporting protocols.

We followed a disciplined, systematic approach using the *International Standards for the Professional Practice of Internal Auditing*. The information system components of the audit were performed in accordance with the *ISACA (Information Systems Audit and Control Association) Standards and Guidelines*.
The COS(t)-1(58q)01(I)3(n)-3(f)-1(o)4(r)2(m)-2 s3(t)2(o t)2(he)-3(B)-5forrlbeudesssOsis

7. Confirm the consistency of data submissions with the BOG data definitions (files and data elements).
- 8.

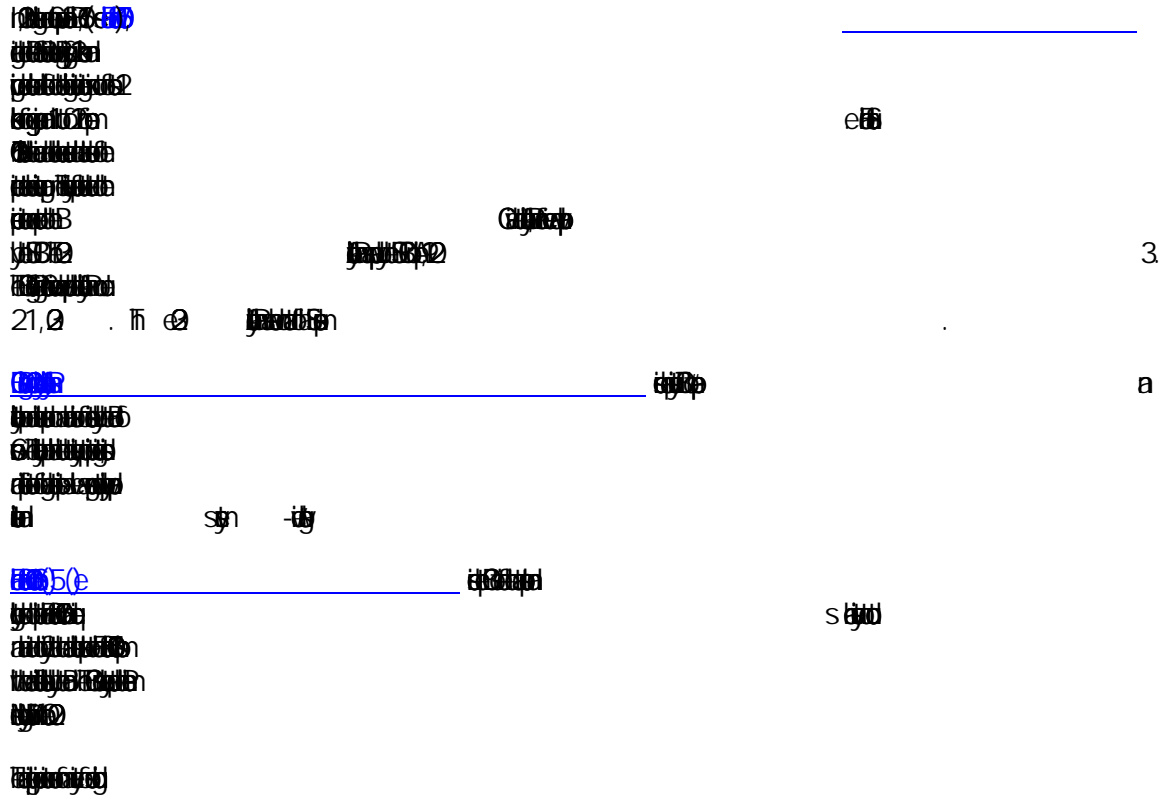
PERFORMANCE MEASURES DATA SOURCES

Metric	Metric Description	BOG File	Data Used/Created by the BOG
One			

IA 24-010

BACKGROUND

Regulatory Requirements



Decision Support (ODS) which has established procedures for processing those requests which may be accessed on the [ODS Data Request site](#)

According to [USF Policy 007](#), institutional data is defined as “all data elements created, maintained, received, or transmitted as a result of business, educational or research activities of a USF unit or office.” External data requests include, but are not limited to, “publications by external entities (NSF, CUPA, ACT, etc.), ranking publications – international and domestic (U.S. News and World Report, Times Higher Education, etc.), surveys administered by or on behalf of external entities (NSSE, THEVSJ, Princeton Review, etc.) external reports available to the general public, and mandated reports (IPEDS, etc.).”

ODS Validation Process

There are three surveys used as data sources for the preeminence metrics: NSF HERD Survey, the NSF/National Institutes of Health (NIH) Graduate Students and Postdoctorates in Science and Engineering (GSS) Survey, and the GUBO – TIAA Study of Endowments (NTSE) Survey. Due to the financial nature of the NTSE Survey, this survey follows the BOG ad hoc review process.

The external survey results reviewed by ODS are used in four metrics: Research Expenditures in Science & Engineering (Metric F), Research Expenditures in Medical Science & Engineering (Metric G), Top 100 Rank in Research Funding (Metric H), and Postdoctoral appointees (Metric K).

BOG Submission Validation Process

Specifically excluded from [USF Policy 007 Data Submission to External Entities](#) requests from the BOG including official information requests, routine annual requests, and ad hoc special information requests are managed by OITLW 202(s)-5(Daa)-4(bl(aa)-4(T)-(d)47(s)i8it))7(w)--1(a64(b04(m)5)3)

- x Admission file used to compute Average Grade Point Average and Average Scholastic Aptitude Test Score (Metric A).
- x Student Instruction file used to generate the First Time in College cohort used in Metrics A, C (Retention Rate), and D-4 (Graduation Rate) and to calculate metrics.
- x Degrees Awarded file used to compute Number of Doctoral Degrees Awarded Annually (Metric J) and Metric D-4

A

	MEDIUM PRIORITY RISKS	STATUS
	1.1.1.1	
	1.1.1.2	
	X 1.1.1.3	
	1.1.1.4	
	1.1.1.5	
	1.1.1.6	
	1.1.1.7	
	X 1.1.1.8	

