## Transparency Task Force - Proposed Recommendations

First Charge: Recommend best practices for responding to public information requests.

1. Request each public university, the special schools and the Board Office appoint a transparency officer or similarly named position. The person in this position or designee would maintain the log and track public records requests.
2. Keep a central log of all public records requests. A log might contain the following:
    a. Date of request
    b. Name of person requesting the information
    c. Type of records requested
    d. Date the records are released or guidance relating to the expected release date.
    e. Legal authority for redaction
    f. Name of the person assigned by the Transparency Officer to gather the information.
3. Maintain copies of any redacted information in case this information is needed in the future.
4. Similar to the current practice at the University of Iowa, require each university, the Board Office and the special schools to post on their respective web sites the public records requests received. (See: Univ. of Iowa: https://publicrecords.uiowa.edu/request-log.)
5. Require that summary transparency reports be created and released quarterly to relevant Iowa media by the Board Office, the public universities and the special schools. Each report would tabulate numerically the media and public requests and dispositions. Each report might also offer brief narrative highlights of transparency requests and dispositions during the reporting period.

THE UNIVERSITY OF IOWA Public Records Site
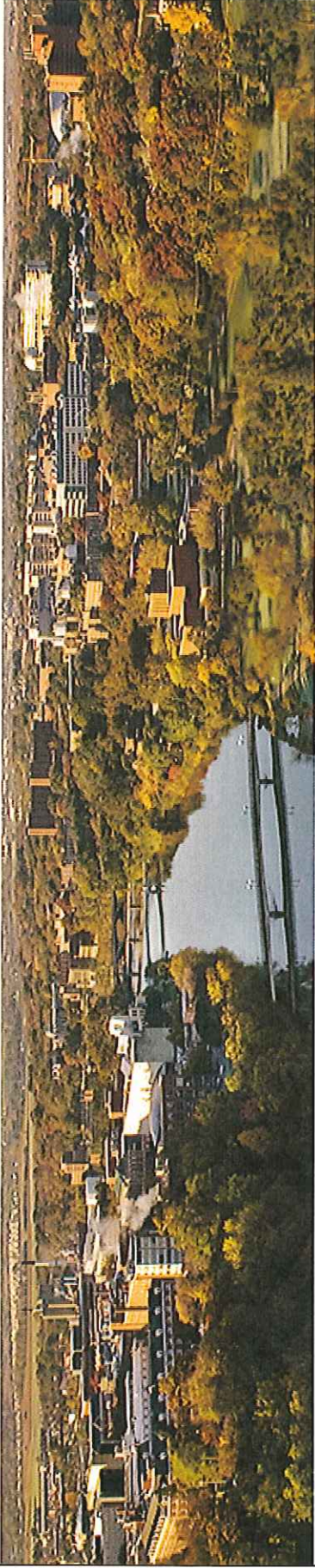
Public Records Request Log

Beginning February 2013, at the end of each month, a summary from the previous month will be provided. The summary will include the same information currently provided of the request date, requester, and short description, but will also include the date completed or if the request is still pending.

Initial Request Date (/request-log? order=field_req_date_value&sort=asc)	Requester (/request-log? order=field_requester_value&sort=asc)	Short Description (/request-log? order=field_short_desc_value&sort=asc)
05/28/2013	Katelynn McCoullough	Crime logs (/request-log/request-katelynn-mccoullough-may-28-2013)
05/28/2013	Durrie Bouscaren	Letters sent to summer residents of Mayflower Residence Hall

Public Records Request Log - Public Records - The University of Iowa

Initial Request Date (//request-log? order=field_req_date_value&sort=asc)	Requester (//request-log? order=field_requester_value&sort=asc)	Short Description (//request-log? order=field_short_desc_value&sort=asc)
		(//request-log/request-durrie-bouscaren-may-28-2013)
05/24/2013	Rachel Axon	Athletics contract and document (//request-log/request-rachel-axon-may-24-2013)
05/24/2013	Steve Eder	NCAA-related emails of Professor Betsy Altmaier (//request-log/request-steve-eder-may-24-2013)
05/22/2013	Pete Thamel	Documents related to search senior associate athletic director for compliance (//request-log/request-pete-thamel-may-22-2013)
05/22/2013	Scott Dochterman	Correspondence related to NCAA rules violations (//request-log/request-scott-dochterman-may-22-2013)
05/20/2013	Tara Bannow	Information regarding research projects (//request-log/request-tara-bannow-may-20-2013)
05/20/2013	Molly McGrath	Contracts between UI and T-Mobile USA (//request-log/request-molly-mcgrath-may-20-2013)

Transparency Task Force - Proposed Recommendations

Second Charge: Recommend best practices for additional access to public information of interest to Iowans.

1. Hold a public comment hearing at each university, at the Board Office and at the special schools prior to each Board of Regents meeting.
   a. Students, faculty, parents, alumni and citizens have an opportunity to provide comment on any issue affecting the Board of Regents, including the upcoming Board meeting agenda.
   b. Each hearing shall last a minimum of one hour.
   c. The Transparency Officers preside at each hearing.
   d. The dates and times of the public hearings are staggered to maximize public input.
   e. Each public hearing shall be video recorded and posted on the Board of Regents web site. A link to the video recordings shall be forwarded to each member of the Board of Regents.
   f. Comments received during each public hearing shall be reviewed by the officers of the Board of Regents to determine if an issue raised during a public hearing should be placed on a future meeting agenda of the Board of Regents or if persons testifying at the public hearing should be invited to appear before the Board of Regents.
2. Establish a written public comment option for all docket decision items on each Board of Regents agenda. (See Alabama: http://www.ache.state.al.us/Forum/Index.htm)
3. Amend the Board of Regents policy relating to a request to appear before the Board so a request to speak is due after the Board agenda is made available to the public.
4. Require that academic program closures occur only at an in-person meeting of the Board of Regents.
5. Provide each member of the Board of Regents with a state e-mail account.
6. Post Regent conflict of interest papers on Board of Regents web site.
7. Establish a transparency data page on each university, special school and the Board of Regents web site.
8. Create a data base of frequently asked questions. Based upon timeliness of an issue or frequency of citizen contact with the Board of Regents, a question or issue and the response will be posted on the Board of Regents web site.
9. Hold a press briefing upon release of the docket. The Board of Regents Office would conduct the press briefing.
10. Require the Board of Regents to annually hold a minimum of one Board meeting in each congressional district.

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Public Forum

The forum page informs the public of new and important issues concerning higher education in Alabama. We welcome your review and comments. Comments will be accepted for each item listed for 20 calendar days from the date of posting. Please send your comments to the email address at the bottom of this page.

Instructions:
Click the description of an item below to view a document that describes the item in detail. Click the email address at the end of this list to express your opinion on any item to ACHE.

Item #	Description	Date Posted
1.	Troy University – The Extension of the MS in Criminal Justice to the Dothan Campus	05/07/2013
2.	Jefferson State Community College: St. Clair-Pell City Branch Campus	05/15/2013
3.	Jefferson State Community College: Chilton-Clanton Center Branch Campus	05/15/2013

Please submit your comments to: forum@ache.alabama.gov

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Transparency Web Page

Proposed Recommendation: Establish a transparency data page on each university, special school and the Board of Regents web site.

The following are examples of current reports that could be co-located on a consumer friendly transparency web site.

- ❖ Reports to the Board
  - Tuition and fees proposal
  - Comprehensive annual fiscal report on the year ended
  - Capital Improvement Plans – current year, projects in progress
  - Residence System Rates and Transfers
  - Investment Performance - quarterly
  - Unit Cost of Instruction – General fund supported cost of educating a student for one year – done biennially

- ❖ Reports to the Legislature
  - o Annual Reports required by Iowa Code and Iowa Acts are filed throughout the year. Thirty-nine were filed last year ranging in issue from Beginning Farmer to Art in State Buildings; 8 quarterly reports were also filed.

- ❖ Human Resources Reports
  - o Comprehensive Human Resources report; retirements, resignations, faculty salary comparison with peer institutions
  - o Governance Report on Faculty Tenure
  - o Annual Diversity Report on affirmative action, minorities and women educators

- ❖ Economic Development
  - o Annual Technology and Transfer report

- ❖ Public Accountability
  - o FY 2010-2016 Board of Regents Strategic Plan with measurable performance goals
  - o Annual report on Competition with Private Enterprise
  - o Academic Reports:
    - Enrollment Reports
    - Distance Education
    - Graduation and Retention Rates
    - Financial Aid
    - Accreditation Reviews
  - o Campus Sustainability of Resources Report
  - o Campus Safety and Security – quarterly reports

Re: Agenda - Transparency Task Force - June 19 meeting

Jeff Danielson [jeffdanielson@gmail.com]

Sent: Tuesday, June 18, 2013 10:34 AM
To: McCarthy, Ann M [GOV R] [amccart@iastate.edu]
Cc: jeff.danielson@legis.iowa.gov; peter.cownie@gmail.com; kathleen.richardson@drake.edu; John.Johnson@uni.edu; jack@iowahallofpride.com; psayre@iastate.edu; mark-braun@uiowa.edu; mlackey@iastate.edu; Evans, Thomas A [BOARD]; Clayton, Aimee [BOARD]; regentcarroll@gmail.com; Donley, Robert [BOARD]; Michel, Tammy J [PRES]; Tuttle, Ilene [BOARD] [ituttle@iastate.edu]; Koppin, Sheila Doyle [BOARD]

Greetings All,

I regret that I will be unable to attend tomorrow's meeting.

Here are my recommendations:

Charge #1:

1. For campus specific transparency, it seems Media professionals prefer timeliness and access when dealing with specific issues/stories. A policy should be in place to empower those closest to the issue to respond. If delays are expected, and explanation should be provided by campus public information office.

2. Campus administrative meetings that are policy decision making in nature should be public and allow for public input.

Charge #2:

The Board of Regents meetings should be public and allow for open public comment period at every meeting, one half hour minimum.

The Board of Regents should publish upcoming agendas with enough time for the public to provide input, especially on projects where significant financial investment or program changes are considered.

The Board of Regents should require public process (similar to civil service procedures under Iowa Code Ch.400) for hiring all staff, including legislative liaison staff.

The Board of Regents should implement a new conflict of interest/ethics policy that allows for publicly vetting all complaints, including those initiated by the public.

The Board of Regents should hold at least four meetings per year in the four Congressional districts outside of present Board of Regents facilities.