

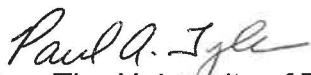
Memorandum

Date: November 20, 2019

To: Taylor Eighmy, Ph.D.
President, The University of Texas at San Antonio

Dr. Celeste D. Alexander
Director, Education Research Center, The University of Texas at Austin

Dr. Julie A Eklund
Assistant Commissioner, Texas Higher Education Coordinating Board

From: Mr. Paul Tyler 
Chief Audit Executive, The University of Texas at San Antonio

Cc: Dr. Lloyd Potter
Texas State Demographer

Dr. Jeffrey Jordon
Senior Research Associate, Institute for Demographic and Socioeconomic Research

Dr. Michael Villarreal
Director, Urban Education Institute, and ERC Researcher

Subject: Education Research Center (ERC) Collaborating Partner Contract Compliance Review

In August 2016, UTSA entered into an Interagency Cooperation Contract with the Texas Higher Education Coordinating Board (THECB) and the University of Texas at Austin (UT Austin) ERC to provide an ERC off-site access location to further the mission of the UT Austin ERC and the UTSA Texas Demographic Center (TDC). The THECB has authorized the UT Austin ERC to provide access to longitudinal education data to contracted researchers. The contract requires strict procedural and technical controls to ensure student-level data remains protected within the ERC environment. The removal of aggregated data or reports must meet the ERC standards for release.

Per the contract, Internal Audit or designated audit authority at the ERC Collaborating Partner's institution shall certify annually to the UT Austin ERC and the THECB that the authorized access location site complies with the terms of the contract and applicable state and federal laws and regulations. The UTSA's off-site access location houses two UT Austin owned and configured workstations within a secured UTSA Downtown Campus room. The location added a secondary workstation in June 2019. Both workstations reside on the UT Austin network. Researchers utilize UT Austin VPN remote services to connect to the UT Austin ERC data servers.

Internal Audit concluded that the UTSA access location complies with the Interagency Cooperation Contract terms and applicable state and federal laws and regulations.