

Revision Responsibility: Director of Planning and Institutional Effectiveness
Responsible Executive Officer: President

Source/Reference: None

PURPOSE

To establish responsibilities and coordination for data collection, analysis, and reporting.

POLICY

- I. The director for the area collecting, analyzing, and reporting data is responsible for ensuring that such actions are consistent with the purpose of the College.
- II. College departments in need of specific data for evaluation and reporting purposes are responsible for collecting, analyzing, and reporting said data.
- III. Departments may request assistance from the office of institutional research in analyzing and reporting data to other departments, external agencies, and other audiences.
- IV. The office of institutional research is responsible for coordinating dialogue and establishing agreements by and between departments regarding data collection, analysis, and reporting.
- V. The office of institutional research is responsible for maintaining a summary listing of all reports submitted by college departments to external agencies, selectively reviewing such reports, and providing recommendations that will ensure report timeliness, consistency, and accuracy.

PROCEDURES

- I. Departments will prepare a summary listing of all externally required or requested reports submitted during each fiscal year. The listing will include the requesting agency, report purpose, date(s) submitted, information provided, location of document, and College contact.
 - A. Departments will include the listing in their annual department evaluation.
 - B. The office of institutional research will compile and maintain a database of reports routinely submitted to external agencies.
 - C. Departments will forward copies of letters or e-mails from external agencies.

requiring or requesting reports to the office of institutional research immediately upon receipt.

- II. The office of institutional research will use the summary listing of reports and letters/ e-mails from external agencies to document data collection, analysis, and reporting responsibilities of departments; identify areas where responsibilities may require agreement between two or more departments; identify potential data inconsistencies or inaccuracies; and, identify potential improvements in data collection, analysis, and reporting practices.
- III. Upon request by the office of institutional research, departments will make external reports and data available to the office of institutional research for review.
- IV. Upon review of external reports and data, the office of institutional research may request permission from the responsible department to assess data collection, analysis, and reporting practices.
 - A. The office of institutional research may make recommendations regarding data collection, analysis, and reporting practices to departments, vice-presidents in affected area, and the president.
 - B. The office of institutional research may make recommendations regarding needed agreements between departments regarding data collection, analysis, and reporting to departments, vice-presidents in affected areas, and the president.
 - C. The office of institutional research will maintain a listing of recommendations and monitor implementation by responsible departments. The office of institutional research will report on listing of recommendations and implementation status in its annual department evaluation.