# PURPOSE:

To establish a calendar for all institutional research that draws upon University students, faculty, staff and alumni that will be coordinated by the Institutional Research, Planning and Effectiveness (IRPE) Office. This policy will create a master online calendar where all institutional research can be scheduled. The calendar will be available on the CI website. The calendaring of research does not imply prior IRB approval.

# BACKGROUND:

This policy is intended to avoid overburdening participants through respondent fatigue. Units, departments and Divisions independently conduct qualitative and quantitative institutional research for purposes of continuous improvement and decision-making. These studies rely on the same small pool of student, faculty and staff respondents. It is important for the University to strategically coordinate these studies such that respondents are not over-sampled.

# POLICY:

**Accountability:**

IRPE Office, Divisional Assessment Coordinators (AA.04.005), faculty and staff charged with program, Divisional or campus-wide assessment efforts

# Applicability:

University individuals, units, departments or Divisions who wish to use CI students, faculty, or staff as research participants or informants.

*Note:* It is NOT the intention of this policy to include individual classroom assessment conducted by faculty.

# Definition(s):

For the purposes of this policy:

*Data Collection*: Although not exhaustive, typical examples of data collection involving students/faculty/staff include surveys (e.g., mail, e-mail, on-line, phone), interviews (focus groups, face-to-face), and observational methods.

*Institutional Research:* A broad category of work done by university personnel and students to inform campus decision-making, planning and reporting in areas such as access, admissions, enrollment, financial aid, student life, student success, graduation, curriculum, finance, staffing, facilities, and alumni relations.

*Calendaring:* Prioritizing and scheduling data collection efforts.

*Assessment Coordinator*: An individual appointed within a Division who is charged with overseeing the

assessment efforts within that Division.

*IRB Approval Process:*/The review of research plans to ensure the protection of

 human subjects.

# Text:

University individuals, departments or Divisions who wish to use CI students, faculty, or staff as research participants or informants will submit calendaring requests to the IRPE Office. The IRPE Office has the responsibility to calendar data collection activities for institutional research purposes involving CI students, faculty or staff as participants.. The IRPE Office will bring any calendaring issues that need resolution to a meeting of the Divisional Assessment Coordinators for review. In the absence of a resolution by this means, IRPE will advance the issue to Cabinet for review.

Those submitting calendaring requests to the Institutional Research Office must include the following:

1. IRB evidence of review, if needed.
2. Research topic
3. Method of research, e.g. survey, focus group
4. Target research participants
5. Dates of participant contact and / or timeframe to field survey
6. Incentives offered
7. Notice of intent to submit research findings to the Institutional Research Clearinghouse