



CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS ADMINISTRATIVE POLICY MANUAL

Academic Affairs

Approved By: Richard R. Rush
President

Policy Number: AA.04.002

Effective Date: 11/28/05

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Policy on Clearinghouse for Institutional Research

PURPOSE:

To establish a clearinghouse for institutional research findings that will be coordinated by the Institutional Research Office.

BACKGROUND:

The Special Assistant on Institutional Effectiveness via the University Assessment Council has requested a policy on this matter. At this time, individual Units, Departments, and Divisions independently conduct evaluation, assessment, and survey research projects that may have consequence to the University in terms of yielding important information for use in campus decision-making; as well as in terms of relying on the same relatively small pool of student/faculty/staff respondents. There is a real likelihood that the campus community may soon be affected by overlapping institutional studies.

Since the Institutional Research Office is a standing member of the Institutional Review Board, and since the Institutional Research Office is the source for drawing probability samples for use in research studies, and since the Institutional Research Office supports campus evaluation, assessment, and survey research efforts—the intent of this policy is for the Institutional Research Office to serve as a clearinghouse for institutional research findings.

This policy does not affect individual faculty research projects—but does apply to faculty research studies conducted on behalf of University Units, Departments, and Divisions for institutional purposes.

POLICY:**Accountability:**

Institutional Research Office, Academic Affairs

Applicability:

All Units, Departments, and Divisions



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Text:

Once Institutional Review Board approval has been received, individual Units, Departments, and Divisions; or faculty members working on behalf of Units, Departments, and Divisions—will be responsible for informing the Institutional Research Office of their plans to conduct surveys on students/faculty/staff. The Institutional Research Office will continue to be responsible for drawing probability samples in support of such campus research efforts; and will continue to support campus evaluation, assessment, and survey research efforts. At the end of the study, researchers will be responsible for submitting to the Institutional Research Office an electronic copy of their findings, and a form which will include information on research purpose/question, sample description, survey response rates, standard error measurements, generalizability of results, and questionnaires for use in disseminating findings through a campus clearinghouse of evaluation, assessment and survey research information that will be posted on the Institutional Research Office website.