



# Procedure

**Title:** Institutional Evaluation/Research

**Number:** A1300.10

**Type:** Administrative

**Responsible:** Executive Director, Institutional Effectiveness

**Related Policies:** [B2005](#), A1300

**Linked Procedures:** A1300.00, A1300.05, A1300.15, A1300.20,  
A1300.25, A1300.30, A1300.35

**Related Laws:** None

**Related Standards:** [Association of Institutional Research](#); [ICCB-Research & Analytics Manuals](#)

**HLC Criterion:** 4A, 5A, 5B, 5C

## Statement

The College upholds a culture of continuous development, data-informed decision-making, and responsibility through institutional evaluation and research. The stages and duties involved in performing institutional evaluation and research activities are described in this procedure.

## Roles and Responsibilities

### 1. Office for Institutional Effectiveness (OIE):

- Institutional evaluation and research efforts must be coordinated and managed by the OIE.
- The team within the OIE:
  - Manages certain data and analytics programs (such as SAP Business Objects, or CROA; Survey Monkey; IPEDS Data Portal; ICCB faculty, salary, credit hour, and enrollment reports; SmartEvals graduate exit and follow-up surveys; Lightcast Analyst)
  - Facilitates the identification of programs and reports managed by other institutional offices that may be useful to the efforts (such as SmartEvals course evaluations; Colleague reports; ICCB financial reports; National Student Clearinghouse; Lightcast Career Coach; Perkins; Adult Education (DAISI); etc.).
  - Provides data analysis and reporting support to faculty and staff during evaluation and research efforts.

### 2. Faculty and Staff:

- It is the responsibility of the faculty and staff to:
  - Provide data, information, and insights through their identified roles [\[Link to the Data Governance Definitions\]](#) in the institution, such as entering data accurately and timely into Colleague, ensuring course evaluations are completed by students, completing ICCB and IPEDS survey requests, etc.
  - Identify and define the questions and solutions needed for research and evaluation efforts.

## **Preparing for Evaluation and Research**

NOTE: \*Consult the **Data Governance procedures** for maintaining the integrity of the data, including the availability, quality, security, and compliance with legal and regulatory requirements prior to conducting institutional evaluation or research activities.

### **1. Define the Goals of the Research:**

- Specify the questions or issues that need to be addressed.
- The goals and objectives of the evaluation or research project should be narrowed to be manageable within a single project and clearly stated in a question format.
  - Align research and evaluation goals to the college's strategic plan and ensure research activities aid in the accomplishment of strategic objectives.

### **2. Data Gathering Strategy:**

- With the assistance of the OIE, create a strategy and timeline for gathering relevant data, including the choice of data sources, tools, and methods to answer the research question(s).
  - Determine what existing data are relevant to the research question(s) and how those can be obtained.
  - Determine what data still needs to be collected to thoroughly answer the research question(s) and how those can be collected.

## **Data Collection and Analysis**

Note: \*See the **Data Dashboard/Fact Book/Analytics (A1300.20)**, **Data Requests (A1300.25)** and **Surveys (A1300.30)** procedures, as needed.

### **1. Data Collection:**

- With the assistance of the OIE, gather information using suitable techniques, such as program queries/reports, surveys, interviews, focus groups, observations, or other appropriate methods.
- Ensure the accuracy, integrity, and adherence to moral principles of the data.

### **2. Data Analysis: [Link to the Data Governance Definitions]**

- With the assistance of the OIE, utilize suitable statistical or qualitative data analysis techniques and tools to analyze the data obtained.
- Interpret the results to arrive at relevant conclusions.

## **Reporting and Dissemination**

### **1. Creating a Report:**

- Create a thorough report that summarizes the results of the study or evaluation.
- Add brief and clear explanations, graphs, tables, and suggestions where appropriate.
- Ensure confidentiality and anonymity of personally identifiable information.

## 2. Review and Approval

- Send the report for approval to the appropriate parties, such as the directors, deans, or senior administrators.

## 3. Dissemination

- Share study findings and evaluation reports with the campus community through suitable avenues, such as Shared Governance Teams, newsletters, websites, or presentations.

### Action Preparation

#### 1. Recommendations:

- Develop actionable recommendations based on research or evaluation results.
- Identify responsible parties and the timelines for implementing recommended actions.
- Include the timeline and mechanism for tracking progress.

#### 2. Tracking Progress:

- Maintain a regular progress monitoring of the actions plans.
- Make the appropriate modifications to achieve the desired outcomes.

#### 3. Infrastructure for Data Collection:

- To improve research capabilities, recommendations could include infrastructure improvements for data collection, analysis, and dissemination, including software, hardware, and training.

### Compliance and Ethics

#### 1. Ethical Guidelines:

- To preserve the privacy of persons and sensitive data, make sure that all research and evaluation activities comply to ethical standards.

#### 2. Compliance and Regulations:

- Comply with all pertinent laws, regulations, and moral standards when doing research and gathering data.

### Conclusion

The institutional evaluation and research procedure ensures that research and evaluation activities are carried out effectively, ethically, and in a way that supports the college's mission, vision, and continuous improvement.

Change Log		
Date	Description of Change	Governance Unit
02.29.24	Initial Adoption	Executive Council