



CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS ADMINISTRATIVE POLICY MANUAL

Academic Affairs

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President

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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:

Units, Departments, and Divisions independently conduct institutional research, e.g. evaluation, assessment, and survey projects that may have consequence to the University in terms of yielding important information for use in campus decision-making. In order for the broader campus community to benefit from this information, units conducting these types of studies should be in communication with the Institutional Research Office. That work should be housed in a common area of access for additional benefit to others on campus. Additionally, these types of studies may result in relying on the same relatively small pool of student/faculty/staff respondents. Therefore, there is likelihood that the campus community may be affected by overlapping institutional studies.

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, Division Assessment Coordinators (AA.04.005)

Applicability:

All Units, Departments, and Divisions

Text:

At the end of an institutional research study, researchers are responsible for submitting to the Institutional Research Office an electronic copy of their findings, and a form including information on the research purpose/question, a sample description, survey response rates, standard error measurements, generalizability of results, and questionnaires or other data collection instruments used in the study. Division Assessment Coordinators are responsible for alerting researchers in their division of this requirement and ensuring this information is submitted to the Institutional Research Office. The Institutional Research Office will create and maintain a campus clearinghouse of evaluation, assessment and survey research information. These findings will be available for internal dissemination through the Institutional Research Office website.