

Policies and Procedures

Title: Assessment, Evaluation and Survey Data
Collection, Use and Dissemination Policy for Institutional Assessment
and Research

Policy Administrator: Director, Office of Assessment and Research

Effective Date: TBD

Approved by: Provost and Dean of the College

Purpose:

The purpose of the Assessment, Evaluation and Survey Data Collection, Use and Dissemination Policy is to provide the proper guidelines for the gathering of assessment data and requests for internal and external survey research as they relate to data collection, as well as guidelines for data use and dissemination in order to facilitate the College's educational effectiveness, document student learning, and to contribute to institutional decision-making, planning and policy formation. All survey research and data gathered for the purpose of assessment and/or evaluation must be reviewed by the Campus-Wide Sub-Committee on Assessment and Planning and, if required, by the Campus-Wide Assessment Committee (CWAC).

Policy:

Assessment, evaluation and survey data that is collected, used and/or distributed must adhere to strict guidelines of confidentiality, i.e. all employee and student information will not be shared with other departments and divisions and only summary or aggregated data will be released for general dissemination. No information can be shared that would allow a research participant in a research effort to be identified. In the instances of qualitative reporting, all comments used in summary reports will be de-identified meaning only information will be used that identifies whether the participant is a student or employee. The Office of Assessment and Research (OAR) provides summaries of data, upon request, to campus community members. Individuals, committees of affiliated departments and/or divisions wishing to perform analyses on selected data sets housed in OAR, including raw data, must submit a request to the Campus-Wide Sub-Committee on Assessment and Planning for review. Requests will be considered based on the following criteria: (1) The data request clearly and reasonably aligns with the data set requested; (2) OAR has not already performed the analyses requested; (3) OAR is unable to perform the analyses requested in a timely manner as determined by the Sub-Committee on Assessment and Planning; (4) The requesting individual(s) have the capacity to perform the analyses needed; (5) The data is not considered sensitive by the College, and (6) the requesting individual(s) submits a plan for the confidential storage, use and destruction of data upon project completion. If the request is approved, the Office of Assessment and Research will release data in an intentional, purposeful, and controlled manner that is ethical, assures confidentiality, is timely, and promotes the accurate and meaningful interpretation of use.

Procedures:

The collection, sharing, or dissemination of assessment, evaluation and survey data by members of the Holy Cross community will adhere to the following guidelines:

Data Collection

- (a) Departments that routinely collect data, such as statistical summaries for enrollment or other institutional purposes, will provide oversight for the sharing and dissemination of those data beyond routine reporting.
- (b) Assessment, evaluation and survey data collected by individual divisions and departments will be coordinated by the Campus-Wide Sub-Committee on Assessment and Planning, as part of the larger comprehensive campus-wide assessment process, to avoid duplication and redundancy. The collection and dissemination of such data will be consistent with campus-wide assessment priorities developed by the Campus-Wide Sub-Committee on Assessment and Planning and approved by the Provost and Dean of the College.
- (c) The Office of Assessment and Research will review all requests for new and repeating internal and external surveys, or other research efforts, e.g. focus groups and interviews, that are distributed to former and/or current Holy Cross students and employees, which must be reviewed and approved by the Campus-Wide Sub-Committee on Assessment and Planning. The sub-committee may request additional authorization by the Campus-Wide Assessment Committee (CWAC), as necessary.
- (d) The routine collection of student work for assessment and program evaluation purposes must follow these collection criteria: Upon matriculation to the College, students will be informed of the College's guidelines for the collection of student work, i.e. student work produced in a course as an assignment, project, or examination may be collected for the purpose of campus-wide or department level assessment.
- (e) The collection of student work produced outside of a course: (i) should be reviewed by the Campus-Wide Sub-Committee on Assessment and Planning, (ii) must offer students the option of opting out of the assessment process through informed consent, and (iii) must assure confidentiality.
- (f) External data collection from outside the Holy Cross community must be reviewed and approved by the Campus-Wide Sub-Committee on Assessment and Planning.

- (f) External data requests from professional associations other than those to which Holy Cross subscribes and survey data collected by individual organizations will be considered by individual divisions on a case-by-case basis in accordance with the following criteria: (i) the data given are necessary for the desired task; overly general requests, or “fishing expeditions” will not be honored; (ii) the data should be used only for the task specified in the request; (iii) the identity of individuals will be protected according to Human Subjects Guidelines and Procedures; (iv) the name of the institution will not be connected to their data, nor singled out publicly; (v) those who provide interview or focus group data, or are subjects of it, will be given an opportunity to review results before they are published or communicated to others to check for accuracy, appropriateness and timeliness of release; and (vi) a memorandum of understanding may be necessary to specify the agreed upon criteria. These requests must be reviewed by the Campus-Wide Sub-Committee on Assessment and Planning, or referred to the Campus-Wide Assessment Committee (CWAC) for approval. If primary data are collected, or secondary institutional data are used as part of an analysis, IRB approval from the College, or waiver from the Sub-Committee on Assessment and Planning must be provided at the time of the request.
- (g) The College typically does not distribute student email addresses to external organizations. Exceptions will be made for external survey vendors, as approved by the Sub-Committee on Assessment and Planning. In these cases, external data collection, such as survey data collected by independent organizations via email, will adhere to the above-referenced guidelines (f)(i-vi). These requests will be reviewed by the Campus-Wide Sub-Committee on Assessment and Planning, or referred to the Campus-Wide Assessment Committee (CWAC) for approval. If primary data are collected, or secondary institutional data are used as part of an analysis, IRB

approval from the College, or waiver from the Campus-Wide Sub-Committee on Assessment and Planning must be provided. A memorandum of understanding will stipulate that student email addresses can only be used for the specified task.

- (h) External requests from independent researchers, or consulting groups will be considered on a case-by-case basis, reviewed by the Campus-Wide Sub-Committee on Assessment and Planning, or referred to the Campus-Wide Assessment Committee (CWAC) for approval. Requests must contribute to or be consistent with campus-wide assessment priorities and adhere the above-referenced guidelines (f)(i-vi). If primary data are collected, or secondary institutional data are used as part of an analysis, Institutional Review Board (IRB) approval from the College, or waiver from the Sub-Committee on Assessment and Planning must be provided.
- (i) Assessment data collected for the purpose of publication and/or presentation must be submitted to the College’s Institutional Review Board (IRB) and adhere to the appropriate informed consent procedures for the collection of these data. It will also require the review and approval of the campus-wide sub-committee on assessment and planning.

Data Use and Dissemination

- (j) Student assessment data and/or results collected by individual divisions and departments will be used for academic planning and continuous improvement and to inform teaching and learning. Student assessment data and/or results collected as part of the campus-wide assessment process will be disseminated to the campus community consistent with assessment priorities recommended by the Campus-Wide Sub-Committee on Assessment and Planning and approved by the Provost and Dean of the College.
- (k) The public (external) dissemination of student assessment data and/or results collected by individual departments or divisions must be reviewed by the Campus-Wide Sub-Committee on Assessment and Planning and approved by the Provost and Dean of the College.
- (l) The public (external) dissemination of nationally-normed student survey data must be reviewed by the Campus-Wide Sub-Committee on Assessment and Planning and approved by the Provost and Dean of the College.
- (m) Out-of-the ordinary requests for assessment data by the media for institutional or student information must be reviewed by the Campus-Wide Sub-Committee on Assessment and Planning and approved by the individual departments or divisions affected.