

Title: #VII-18. College Reports and Institutional Research

Date: March 13, 2003 (replaces version dated March 2, 1994)

Reports

A list of standard reports generated by WVU at Parkersburg will be maintained in the Institutional Research Office and in the Computer Center. The list will indicate the college office responsible for generating each report. The Institutional Research and Computer Center staff will be responsible for following established policies and procedures regarding data access and security.

Research

Requests to conduct specialized research or reports involving college students, personnel or operations will be directed to the Institutional Research Office for approval. Also, a target completion time and priority will be established. Review with the appropriate administrative staff will also be conducted before research studies or reports are undertaken. The Director of Institutional Research and Outcomes Assessment will be responsible for insuring that proposed surveys and/or research studies are reviewed by appropriate units of the college. Such reports or research is the property of the college. All research defined above will be coordinated by the Institutional Research Office. All reports of such research will be approved by the same office.

The criteria for determining priorities will be based on the extent to which the data to be generated supports the mission of the college; the extent to which the project supports identified college, unit, or divisional objectives or developmental activities; the extent to which the project supports exploratory research or has potential impact on future college operations or services; and the amount or nature of college resources needed for the project.