



Policies and Procedures Manual

Title: Data Collection, Use and Dissemination Policy
Policy Administrator: Director of the Office of Assessment and Research
Effective Date: Jul-01-2010
Approved by: Senior Vice President

Purpose:

The purpose of the Data Collection, Use and Dissemination Policy is to provide the proper guidelines for research and data collection, use, and distribution, in order to facilitate the decision-making, planning, and policy-formulation of the College of the Holy Cross.

Policy:

Institutional data that is collected, used, and/or distributed must adhere to strict guidelines of confidentiality. The Department of Assessment and Research should release data only in an intentional, purposive, and controlled manner that permits an appropriate level of disclosure, ensures the timely receipt of data by interested parties, enables accurate and meaningful interpretation of use, and protects the confidentiality of faculty and students, and of the College of the Holy Cross overall.

Procedures:

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

- (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.
- (b) Survey data collected by individual divisions and departments will be coordinated by the campus-wide assessment committee, 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 set by the President's Cabinet.
- (c) The Office of Assessment and Research will review and authorize all requests for new surveys, which may require additional authorization by the campus-wide assessment committee.

- (d) The collection of student work for assessment purposes must follow these collection criteria: (i) Students will be informed of the College’s guidelines for the collection and submission of student work, and (ii) submission is voluntary.
- (e) External data requests from professional associations other than those to which Holy Cross subscribes 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 the individuals participating will be protected according to Human Subjects Guidelines and Procedures; (iv) names of institutions will not be connected to their data, nor will they be singled out publicly; (v) those who provide the 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 will specify the agreed-upon criteria.
- (f) External data collection, such as survey data collected by independent organizations via e-mail, will adhere to the above-referenced guidelines (d)(i-vi) and will include in a memorandum of understanding item (vii) which will state that student e-mail addresses will only be used for the specified task.
- (g) External data requests from independent researchers or consulting groups will be considered on a case-by-case basis, reviewed by the Assessment Committee for approval, and must be consistent with campus-wide assessment priorities.
- (h) Student assessment data and/or results collected by individual divisions and departments will be used for academic planning and continuous improvement. While sharing is encouraged, cross-department dissemination is left to the discretion of the originating department.
- (i) Student assessment data and/or results collected as part of the campus-wide assessment process will be disseminated to the campus community as consistent with assessment priorities and in consultation with the President’s Cabinet, or divisional Vice President.
- (j) The public (external) dissemination of student assessment data collected by individual academic departments or divisions must be approved by the President’s Cabinet in consultation with the originating divisional vice-president.
- (k) Decisions about the routine dissemination of institutional and enrollment data, such as the *Guidebook* and *U.S. News & World Report*, rests with the President’s cabinet.
- (l) Out-of-the ordinary requests by the media for institutional or student information will be approved by the Director of Public Affairs and the President in consultation with the divisions or departments affected.

Related Information:

Title
Title

Policy # 200400-001
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