

	POLICY	Motion No.	EXEC 1007-2016
	DATA COLLECTION AND REPORT GENERATION	Effective Date	04/26/2022
		Responsible Department	Institutional Research
		Attorney Review / Date	NA

SCOPE

This policy was developed to ensure that data collection and report generation, for assessment, decision making, planning and communication are centralized and coordinated for purposes of reasonableness, accuracy and quality control.

Centralization and coordination ensures the flow of institutional information, to internal or external constituencies, supports the institution's mission and goals and that research is conducted in an authorized, secure, consistent, and timely manner.

POLICY

The generation of any reports and the design, distribution, and aggregation of any surveys that could become solicited through the Federal and/or State Right to Know laws must be completed by or under the direction of the Institutional Research Office, except for those reports that are clearly the purview of other qualified departments and within their area of responsibility.

Effective Date	Motion Number	Document Author	Description of Change
04/26/2022	EXEC 1007-2016	Institutional Research	Initial Release