



POLICY AND PROCEDURE

TITLE:	Institutional Data
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POLICY STATEMENT:

The Office of Institutional Effectiveness (OIE) has oversight over the collection and usage of data at Goodwin University, with the exception of the exclusions listed below. OIE also provides additional support to the rest of Goodwin University in the areas of strategic planning, program development, accreditation, assessment, data collection, data analysis, and data-driven decision-making.

Additionally, Goodwin University believes all researchers have an ethical and professional responsibility to protect human subjects from harm. The Institutional Review Board (IRB) reviews all research that involves human subjects that is conducted at the University or by faculty, staff, or students under the auspices of the University.

PROCEDURE DETAILS:

1. General Guidelines for Support Provided by OIE. OIE provides constituent units of the University support with strategic planning, program development, accreditation, assessment, data collection, data analysis, and decision-making according to the following guidelines:
 - a. *Requests for assistance.* If you need assistance from OIE, you need to submit a formal request, with details and contact information, through the data request form on OIE's webpage. OIE staff will aim to complete requests within two weeks, when possible—keeping in mind that they sometimes receive a large number of requests in a short period, and must prioritize.
 - b. *Annual assessments of academic programs.* Please refer to OIE's "A Guide to Academic Assessment."
 - c. *Annual co-curricular assessments.* Please refer to OIE's "A Guide to Co-Curricular Assessment."
 - d. *Programmatic accreditation.* Please refer to OIE's "Programmatic Accreditation Procedure."
2. Institution-level Data Collection and Reporting. All institution-level data collection and reporting will be handled by OIE.
 - a. *External reporting.* OIE will be responsible for the final submission of all institution-level state, federal, and NECHE reporting requirements.
 - b. *Institution-wide surveys.* OIE is responsible for the administration of NSSE/FSSE/BCSSE, and the distribution of subsequent results.
 - c. *Course Evaluation.* OIE is responsible for the administration of Smart Eval course evaluations. Any requests for information will need to be approved by the Department Head and/or VP for Academic Affairs.
3. Exclusions. OIE is not responsible for Human Resources data or Financial Aid data. This includes (but is not necessarily limited to) Supervisor Surveys, the Best Places to Work survey, and data stored in Paycom and Colleague.
 - a. All requests for financial aid data should be directed to FA according to any procedures or guidelines set by that office. FA may subsequently request additional assistance from OIE if necessary, in the same fashion as any other request.

- b. All requests for employee data not stored in should be directed to HR according to any procedures or guidelines set by that office. HR may subsequently request additional assistance from OIE if necessary, in the same fashion as any other request.
- 4. Institutional Review Board. For any other research being conducted within the University which concerns human subjects and/or will be shared outside of the University for any purpose, a proposal must be submitted to the IRB.
 - a. The IRB reviews all research that involves human subjects that is conducted at the University or by faculty, staff, or students under the auspices of the University.
 - b. The IRB looks for written assurances that the research plan protects the rights and welfare of the human subjects involved. The IRB has the authority to approve, require modifications, or disapprove all research activities that fall within its jurisdiction. IRB approval must be obtained prior to data collection.
 - c. If there is the slightest doubt whether your research plan requires IRB review, contact the Co-Chair of the IRB.
 - d. Please refer to the IRB's procedures for further details (<http://www.goodwin.edu/oie/institutional-review-board.asp>).
- 5. Data Security. Issues of data security will be handled by the Information Technology (IT) office.
 - i. *Granting access*. Access to student information systems will be granted on an as-needed basis. A request must be submitted to IT via their online request form by a superior (such as their Department Chair or supervisor) of the individual who needs access.
 - ii. *Revoking access*. Access to student information systems will be promptly revoked for any individual whose employment at the University ends for any reason.
 - iii. *Students Access*. Students will not be granted access to any databases that contain sensitive student information such as but not limited to Colleague, etc.
- 6. External Use of Institutional Data. Any faculty or staff using institutional data (e.g. data by OIE, from Colleague, or data gathered within the institution) externally must consult the guidelines below:
 - a. When necessary, the research must have been approved by the IRB (refer to Section 4 of this document, above).
 - b. Any use, publication, or presentation of research produced using institutional data or data gathered within the institution must be approved by:
 - i. If faculty, that faculty member's Department Chair and the Vice President of Academic Affairs.
 - 1. If a Department Chair, please obtain approval from the Vice President of Academic Affairs.
 - ii. If Staff, that staff member's direct supervisor, their corresponding Vice President, and the Vice President of Academic Affairs.

PUBLISH POLICY STATEMENT (CLICK ON BOX NEXT TO OPTION-SELECT ALL THAT APPLY):

☐ UNIVERSITY CATALOG

☒ STAFF HANDBOOK

☒ FACULTY HANDBOOK

☐ STUDENT HANDBOOK

DEFINITIONS:

Paycom: The Human Resources data system.

EXCLUSIONS:

The Office of Institutional Effectiveness does not exercise oversight or control over Human Resources data or Financial Aid data. This includes (but is not necessarily limited to) Supervisor Surveys, the Best Places to Work survey, and data stored in Paycom..

OFFICES DIRECTLY AFFECTED BY THE POLICY:

Office of Institutional Effectiveness

Information Technology

Financial Aid

Institutional Review Board

Human Resources

HISTORY:

Date created December 2015

Date approved by the College Committee on Assessment March 2016

Reviewed October 2019

Updated with new logo / University January 2020

Revised July 2025

EFFECTIVE DATE:	March 25, 2016
RESPONSIBLE OFFICE (ONLY ONE):	Institutional Effectiveness
REVIEW DATE:	Annually