

# Data and Survey Guidelines for McLennan Community College Institutional Research Department

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\*Note: Not all data requests can be honored, due to a wide range of reasons, from data privacy and/or FERPA to the amount of time and effort required to fulfill the request.

Institutional Research maintains a large archive of data and reports on the web, including grade distributions, course section reports, and fact books. You can access this at <http://mcciep.mclennan.edu/home/reports/>

All data requests should be emailed to [research@mclennan.edu](mailto:research@mclennan.edu), after which it be assigned to an IR team member who will contact you with questions or clarification.

## **REQUESTS FOR INTERNAL REPORTING (i.e. ULP, internal reports, etc.)**

*Who may request:* MCC employees may request data from the IR Department.

*What:* We want to help you answer your research question, so please call or talk to one of us so we can 1) determine the most appropriate data or variables for your question and 2) discuss any other possible variables of interest to include.

*When:* Requests will be prioritized among all other projects on which Institutional Research is working. Depending on the time of year, it may take up to 30 days before your request is completed – please plan accordingly. Requests that require only existing reports and/or data may be answered more quickly. If you have any questions, please email [research@mclennan.edu](mailto:research@mclennan.edu).

## **REQUESTS FOR GRADUATE SCHOOL PROJECTS OR PROFESSIONAL PRESENTATIONS**

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*Who may request:* MCC employees may request raw data from the IR Department for use in graduate school papers or professional presentations.

*What:* Data requests must be specific, to include all variables sought as well as a description of the study itself, so the IR Department ensure that the request is addressed properly. In addition, a copy of the IRB approval form must be attached to the data request, if an IRB is required for the work. Only raw data will be supplied and no analyses will be conducted for individuals.

*When:* These requests must be made at least 30 days in advance, and no requests will be accepted in September or October, as these are our busiest months of the year. Requests will be prioritized among all other projects on which Institutional Research is working. Depending on the time of year, it may more than 30 days before your request is completed – please plan accordingly. Requests that require only existing reports and/or data may be answered more quickly. If you have any questions, please email [research@mclennan.edu](mailto:research@mclennan.edu).

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## **REQUESTS FROM STUDENTS FOR DATA AND/OR FOR HELP WITH ANALYSIS**

\*Note: Institutional Research maintains a large archive of data and reports on the web, including grade distributions, course section reports, and fact books. You can access this at <http://mcciep.mclennan.edu/home/reports/>

*Who may request:* When a student has a request for data, a survey, or for help with analysis, the students' teacher or advisor may request a meeting with the IR Department. It is highly recommended that the IR Department is included at the beginning of the research project to ensure valid research designs and to avoid collecting data that is not relevant.

*What:* Data requests must be specific, to include all variables sought as well as a description of the study itself, so the IR Department ensure that the request is addressed properly. Students will not be given email addresses of faculty or staff for studies. If a survey is to be completed, the student and advisor must have the required skills to develop, produce, collect data, and analyze that data. The IR Department will advise on but will not conduct surveys or perform analyses for student projects.

*When:* These requests must be made at least 30 days in advance, and no requests will be accepted in September or October, as these are our busiest months of the year. Requests will be prioritized among all other projects on which Institutional Research is working. Depending on the time of year, it may more than 30 days before the request is completed – please plan accordingly. Requests that require only existing reports and/or data may be answered more quickly. If you have any questions, please email [research@mclennan.edu](mailto:research@mclennan.edu).

## **REQUESTS FOR SURVEYS OF MCC STUDENTS OR FACULTY/STAFF**

*Who/What:* MCC employees may request surveys for a wide variety of uses, including but not limited to graduate surveys, internal departmental surveys, graduate employer surveys, elections to various committees. In addition, the IR Department routinely conducts surveys of students and faculty/staff on a wide range of topics, from student satisfaction to the faculty library survey. These reports are available on the MCC IR SharePoint site: <https://researchvp.mclennan.edu/ir/Shared%20Documents/Surveys>  
All requests for surveys should be sent to [research@mclennan.edu](mailto:research@mclennan.edu).

*When:* All surveys requests will be added to the project list and prioritized according to MCC Institutional Research Data Request Priorities, which can be viewed here: <http://mcciep.mclennan.edu/home/pdfs/requestPriorities.pdf>

*Survey Process:* Once a survey is requested, the IR team member assigned to complete the survey will contact the requestor to set up a meeting and/or obtain additional details, such as survey length, permissions, survey target population, sample size for the survey, as well as a timeline for the survey completion, including number of reminders. If the requestor already has questions written or have permission to use a pre-existing questionnaire, the questions will be put into a Qualtrics survey. If the requestor requires assistance in developing a questionnaire for a specific purpose, please email to the department at [research@mclennan.edu](mailto:research@mclennan.edu) and you can set up an appointment to get your questions answered.

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Once the survey is put into Qualtrics (which does have some limitations as to how questions can be laid out), a preview link will be sent to the requestor. This is your time to carefully proofread the survey as well as to check to make sure any or all skip patterns work properly. Once the survey is approved by the requestor, there are a few options for distributing the survey:

1. An anonymous link can be provided, which can then be circulated by the requestor in any fashion they see fit. Please note that no email reminders can be sent through the Qualtrics system if this option is used. The link must be sent to all recipients for each reminder.
2. The survey can be sent to a random number of faculty/staff and/or students, as generated by the IR office. The survey will be sent out at a random time, with reminders generally sent out 1 day, 3 days, 7 days, and 14 days after the initial email. Reminders are sent only to unfinished respondents and are scheduled for the hours between 2:30am and 4:30am. This is so the email reminder for the survey will be one of the first emails in the unfinished respondents' inbox in the morning.
3. If the survey requested is an election, the person requesting the survey should be the election official. All correspondence will be conducted with the election official and the results will be kept confidential until the date and time of the announcement of the results.