Institutional Research Data Request Priorities

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.

- **Federal/state reporting requirements and Accreditation**
  - These are done immediately and are the top priority to have deadlines met for the College
  - No lead time necessary - completed as required

- **College Functions**
  - **Level I - College functions (scheduling, student success data, grants, etc.) and VP-level requests**
    - These are done as soon as possible, often within hours or days
    - As much lead time as possible necessary, but we request at least two weeks' notice when possible
  - **Level II - Internal requests from Departments and Divisions on campus**
    - These are scheduled and are completed within days or weeks, depending on the request
    - At least two weeks' notice required, but expect it to take more time to complete

- **Public/Outside requests**
  - MCC employees conducting outside research as well as outside researchers (RRC/IRB approvals), which includes student requests
  - A minimum of four weeks' notice required, but may take 6-8 weeks to complete depending on our workload and complexity of request