## **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.

Reporting & Accreditation	<ul> <li>Federal/state reporting requirements and Accreditation</li> <li>These are done immediately and are the top priority to have deadlines met for the College</li> <li>No lead time necessary - completed as required</li> </ul>
	College Functions
	• Level I - College functions (scheduling, student success data, grants, etc.) and VP-level requests
	<ul> <li>These are done as soon as possible, often within hours or days</li> </ul>
	<ul> <li>As much lead time as possible necessary, but we request at least two weeks' notice when possible</li> </ul>
College Functions	<ul> <li>Level II - Internal requests from Departments and Divisions on campus</li> <li>These are scheduled and are completed within days or weeks, depending on the request</li> </ul>
	<ul> <li>At least two weeks' notice required, but expect it to take more time to complete</li> </ul>
	Public/Outside requests
	<ul> <li>MCC employees conducting outside research as well as outside researchers (RRC/IRB approvals), which includes student requests</li> </ul>
Public/Outside Requests	<ul> <li>A minimum of four weeks' notice required, but may take 6-8 weeks to complete depending on our workload and complexity of request</li> </ul>