

**COLLEGE POLICY**

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| **Institutional Research Policy** |
| **Policy ID:** | #x-xxx |
| **Manual Classification:**  | Section 9 - Business Intelligence and Research Services |
| **Approved by Board of Governors:** | *Original*: xxx*Revisions*: xxx; xxx; xxx |
| **Effective Date:** |  |
| **Next Policy Review Date:** | *Scheduled for xxx (max. 5 years from approval)* |
| **Administrative Contact for Policy Interpretation:** | *Chief Business Intelligence Officer* |
| **Linked to an Operating Procedure:** | X Yes #x-xxx OP *procedure title* □ No  |

**Policy Statement**

Apart from academic research, Fleming participates in a number of research projects such as surveys and Focus Groups used to gather data from and about Fleming applicants, students, graduates, former students, alumni, faculty, staff, and community.  Research needs to be well designed and administered in an efficient manner. This includes ensuring that research is timed appropriately to avoid ‘survey fatigue’ by not overburdening a target population. This also requires that Fleming ensures an Action Plan is in place to address the results of the research.

The term ‘research’ in this document refers to Institutional Research only and does not include academic research.

**Purpose**

The purpose of this policy is to coordinate College research through the Institutional Research Office to maximize research and data benefits by:

* Avoiding the collection of duplicate information;
* Ensuring that there is an ‘Action Plan’ to address the results of the research;
* Minimizing survey fatigue;
* Maximizing participation rates;
* Protecting the privacy of survey participants;
* Promoting the dissemination of survey results;
* Ensuring good survey methodology and design; and
* Ensuring those who undertake survey research are aware of and engaged with, when appropriate, the Research Ethics Board, The First Nations principles of OCAP® are a set of standards that establish how First Nations data should be collected, protected, used, or shared. They are the de facto standard for how to conduct research with First Nations, Freedom of Information and Protection of Privacy Act (FIPPA), Tri-Council Policy Statement on Ethical Conduct for Research Involving Humans, Human Subject Research Committee (HSRC) approvals, and policies related to confidentiality.

**Scope**

If there is any uncertainty as to whether a survey falls under this policy, the Institutional Research Office should be contacted for guidance. In the event that a survey simultaneously falls under sections 1 and 2, the survey is deemed to be covered by this policy and will require review by the Institutional Research Office.

1) Research covered by this policy

This policy applies to any broad sampling or census of a population at Fleming College (including applicants, student, former students, faculty, staff, administrators, partners and alumni). This policy also applies to research managed by outside agencies but addressed to campus groups.

Examples of research covered by this policy are:

• Surveys that address faculty, staff, and/or students within the college;

• Surveys that are aimed at a broad subset of the population (e.g. first-year student population); or

• Surveys covering a variety of topics (e.g. use and satisfaction with various services).

2) Research not covered by this policy:

This policy does not apply to:

• Survey’s sponsored by individual administrators or faculty for the purposes of academic research, except in cases where the surveys are expected to exceed 10% of a college source population

• Part of assigned student coursework or credential requirements;

• Polls taken within a course by its faculty or students

• Evaluation of an event by event participants and conducted by those providing the event;

• Surveys by a labour Union or Association (e.g. OPSEU) of its members

The following surveys are considered to be approved (survey cycles may vary):

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| * Employer Satisfaction Survey (OCAAT)
* Graduate Satisfaction Survey (OCAAT)
* Student Satisfaction and Engagement Survey (OCAAT/Fleming)
* Employee Engagement Survey (Fleming)
* New Faculty Experience Survey (Fleming)
* New Faculty Development Survey (Fleming)
* Course Curriculum Review Feedback (Fleming)
* First Year Student Survey (Fleming)
* Early Leaver Survey (Fleming)
* EDI Survey (Fleming)
 | * Student Experience Feedback Survey (Fleming)
* Clinical Instructor/HSAD Certificate/Upgrading/Dual Credit Course Evaluations (Fleming)
* Health Services Survey (Fleming)
* Library Survey (Fleming)
* Residence Survey (Fleming)
* IT Support Services Survey (Fleming)
* Tutor Survey (Fleming)
* LINC Survey (Fleming)
* Intramural Recreation Survey (Fleming)
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**Definitions/Acronyms**

Research is a careful and detailed study into a specific problem, concern, or issue using established research methodologies.

Survey: A tool that collects information from any broad sampling or census of a population to systematically collect, analyse, and summarize data.

Focus Group: A focus group is a gathering of selected people who participate in a planned discussion that is intended to elicit perceptions about a particular topic or area of interest in an environment that is non-threatening and receptive.

**General Principles**

Research, specifically surveys and focus groups, are an important and effective tool in assessing many different areas within the college (e.g. projects, programs, satisfaction and services). It is important that the college coordinate the use of these tool and methodologies so that it remains effective and efficient. Increasingly research data is required to be released to the Ministry of Colleges and Universities (MCU).

**Related Documents**

* Institutional Research Procedure, X-XXX OP
* Academic Affairs Policy, #2-216, Ethical Conduct for Research Involving Humans
* First Nations Principles of OCAP, <http://fnigc.ca/ocapr.html>

**Appendices**

N/A

**History of Amendments/Reviews:**

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| **Section(s)** | **Date**  | **Comments** |
| New policy  | December 2018 | • Board approval of policy(Resolution BoG xxx) *completed by Board Office* |
| e.g. Policy reviewed and revised | Month year | • Board approval of policy(Resolution BoG xxx) *completed by Board Office* |
| e.g. Reviewed, updated and reclassified as #x-xxx | Month year | New format, separating out policy and operating procedure |