

Data Access Policy

College employees and external parties may request access to College data (both quantitative and qualitative) for the purpose of improving the quality of College operations in support of the College mission and goals. In order to be considered, data requests must support new initiatives, data-informed decision making, and/or improvement, in the pursuit of excellence in any aspect of college operations. College employees must adhere to all relevant state and federal laws (i.e.: FERPA, HIPAA) in their use and dissemination of data. For all external data requests and internal requests requiring confidentiality, only anonymized/de-identified data will be utilized and disseminated.

Procedures

The Office of Institutional Effectiveness and Research (IER) aggregates/disaggregates, compiles, analyzes, and reports college data for requests regarding, but not limited to, student enrollment, credentials earned, program parameters, graduation rates, success rates, and survey results. Employees may use data that is shared publicly and on the college intranet or may request additional data by following the guidelines below.

Access and Data Guidelines

Requests for quantitative and/or qualitative data are evaluated on a case by case basis, and fulfilled according to the following criteria:

- A. Data requests must inform initiatives aimed at improving or directly supporting College operations, students, faculty, and/or staff, in alignment with the College's strategic plan.
- B. When appropriate, external IRB approval should be obtained prior to the request.
- C. Data requests may be deferred or denied if IER workload has reached or exceeded staffing resource capacity.

Internal Requests:

Any employee may request data from the Office of Institutional Effectiveness and Research or access institutional data directly from Facts & Stats on the Shared Drive or other sources. Staff and faculty with access to institutional data must use discretion and respect confidentiality restrictions when working with and disseminating data. Requests for information may be made via phone, email or through the IER website. Questions about appropriate use and interpretation of data should be directed to IER staff and/or other appropriate college administrators.

External Requests:

External requestors of college data are first directed to publicly available data presented on the IER area of the College's website and/or other public data sources such as the Integrated Postsecondary Education Data System (IPEDS) and the North Carolina Community College System. All requests for additional data from sources external to the college are referred to IER staff for assistance. The IER office may complete the request or coordinate with another department, depending upon expertise in the topic area and access to relevant CCC data. The College reserves the right to deny any data request that does not support the mission and goals of the College.

Requests from media or public agencies must be routed through the College's Public Information Officer.