



# COLLEGE OF THE NORTH ATLANTIC

## OPERATIONAL PROCEDURE

### TOPIC: INSTITUTIONAL RESEARCH & PLANNING

<b>Procedure No.</b>	AC-114-PR	<b>Division</b>	Academics
<b>Supersedes</b>	n/a	<b>Board Policy Ref.</b>	n/a
<b>Related Policy</b>	AC-114	<b>Effective Date:</b>	May 19, 2009

## PROCEDURE

### 1.0 Business Model

The operations of College of the North Atlantic's (CNA) Office of Institutional Research and Planning (IRP) will be guided by an IRP Business Model developed, maintained, and revised as required, by the Director of Academic Programs and Institutional Research in collaboration with the Vice-President, Academic and Learner Services.

### 2.0 Process for Generating Institutional Research Data/Information

The Office of Institutional Research and Planning (IRP) is College of the North Atlantic's professional research-based information services office. IRP may generate and disseminate quality institutional research data and/or information on a priority basis through a process that will normally involve: research definition, data collection, data analysis, data synthesis, information generation, report preparation, report storage and report release.

### 3.0 IRP Core Lines of Business

The core lines of business of IRP will be determined by the Director of Academic Programs and Institutional Research in collaboration with the Vice-President of Academic and Learner Services. The core lines of business will be outlined, and revised as required, in the IRP Business Model.

## 4.0 Priority Basis of IRP Research Projects

4.1 Information products generated through IRP will be produced on a priority basis, based on grouping of requestors, with regular monitoring reports generated on an established schedule. In general, the assigned resources of IRP will be focused, first of all, on meeting the evidence-based decision making needs of the institution. Secondly, IRP will accurately and objectively report on point-in-time reflections of institutional performance and related trend analysis. A third key dimension of IRP activity will be responses to ad hoc requests for information.

Concurrent with regularly scheduled reports, IRP will generally adhere to the following priority basis of information generated for reports or ad hoc requests (based on client groups):

### 4.1.1 Level One

- President, Executive and Board of Governors
- Senior Management
- Department of Education

### 4.1.2 Level Two

- Internal Core Planning Committees (e.g. Academic Planning)
- External Agencies in Support of Partnerships or Agreements

### 4.1.3 Level Three

- Internal Ad Hoc Planning Committees
- Other Government Departments or Agencies

### 4.1.4 Level Four

- Students or employees in general
- External individuals or committees

### 4.1.5 Level Five

- Other persons or groups presenting general or ad hoc requests

4.2 There will likely be instances where IRP may have to communicate to an information requestor that the information will not be provided by IRP. Such instances may include, but not be limited to, requests that:

- Are not ATIPPA compliant;
- Are outside the mandate of IRP (e.g. financial statements, audits);
- Would consume an inordinate level of available resources (e.g. major projects for which dedicated resources would normally be required);
- Are not of direct benefit to the planning processes of the

- institution;
- Are from external individuals for their specific research (or other) purposes (e.g. graduate students).

Communication to the requestor in these instances will be from the Director of Academic Programs and Institutional Research upon consultation with the Vice-President of Academic and Learner Services.

## **5.0 Intellectual Property (IP) and IRP**

Any and all intellectual property generated through IRP, either as part of regular monitoring reports or in response to ad hoc requests, will be property of College of the North Atlantic. In the case of information provided to external requestors in accordance with ATIPPA provisions, such information may only be used for publication, other forms of public release, or usage other than originally intended and for which the information was provided, with the express written permission from College of the North Atlantic. A request for permission in this regard must be submitted in writing to the Director of Academic Programs and Institutional Research.

## **6.0 Security, Confidentiality and Control of Data, Reports and Client Information**

Security, confidentiality and control of institutional research data, reports and client information associated with the IRP work flow process is of paramount importance to the institution. CNA's IRP will take all necessary precautions within available resources, in cooperation with internal and external stakeholders, and in accordance with ATIPPA provisions, to ensure that data, reports and client information is protected in the conduct of institutional research. The protection, confidentiality and control of such data will be in accordance with all applicable federal and provincial legislative or regulatory requirements and the policies of the College.

With respect to institutional research data collection via surveys in particular, IRP will oversee survey design, implementation, analysis, reporting and storage as well as communication and data control protocols pertaining to administration of the survey.

## **7.0. IRP Code of Ethics**

CNA's Institutional Research and Planning team subscribes to the Association for Institutional Research Code of Ethics. The full text of the Code of Ethics will be presented in the IRP Business Model and updated as may be required from time to time.

Approval History

Approved by President	May 19, 2009
Next Review	May 2012