



COLLEGE OF THE NORTH ATLANTIC

OPERATIONAL POLICY

TOPIC: INSTITUTIONAL RESEARCH

Policy No.	PA-611	Division	Public Affairs and Advancement
Supersedes	n/a	Board Policy Ref.	GP-A-104
Related Procedure	PA-611-PR	Effective Date:	January 9, 2024 (R2)

1. PURPOSE AND SCOPE

The Institutional Research Policy (the Policy) and associated procedure outline the parameters through which the College of the North Atlantic's (CNA) Office of Institutional Research (IR) may generate and disseminate institutional research data and related information to internal and external stakeholders.

2. POLICY

It is the policy of CNA that institutional research will be primarily conducted for the purposes of:

- Informing and supporting policy development and decision-making processes of internal stakeholders, external agencies, and departments that may impact the CNA operations;
- Informing and supporting CNA's response to internal and external data and information requests;
- Informing and supporting internal and external partnerships or agreements;
- Informing and supporting core CNA planning processes;
- Informing and supporting core CNA administrative planning teams and processes;
- Responding to ad-hoc requests; and
- Promoting data standards and data quality.

All data and information generated, stored or released through IR will be done so on a priority basis. These processes will be consistent with provincial *Access to Information and Protection of Privacy Act, 2015 (ATIPPA)* privacy

provisions, and any other applicable federal or provincial legislative or regulatory requirements.

IR's core lines of business are determined by the Manager of IR in collaboration with the Associate Vice President of Public Affairs and Advancement. These are reviewed on a regular basis in accordance with the strategic directions and operational plans of the institution or as otherwise may be required with respect to the *College Act, 1996*.

3. PROCEDURE

The Associate Vice President of Public Affairs and Advancement shall ensure that procedures are developed and implemented in accordance with the Policy.

Approval History	
Approved by President	May 19, 2009
Revision 1	November 4, 2016
Revision 2	January 9, 2024