

# Institutional Effectiveness: Guidelines for Release of Reports

## **OVERALL**

The Institutional Effectiveness Office (IEO) reserves the right to use any data reports, underlying data, and survey results in accreditation efforts and continuous improvement efforts. Any data, reports, or surveys identified by the requestor as containing sensitive information will receive special handling as appropriate.

The IEO will notify the college community periodically through the Bulletin concerning new data reports and survey results posted on VW Connect.

## **External Data Reporting**

***Reports requested by agencies outside Virginia Western.***

***Examples: IPEDS, SCHEV, college guides.***

- For external data reporting that is available in summary to the public, such as IPEDS reporting, links to summary reports will be made available on the Virginia Western website
- For external data reporting that is NOT generally available to the public, the Institutional Effectiveness Office will make summary data available internally on VW Connect if such information would be useful to the college.

## **Internal Data Reporting**

***Recurring reports produced by the IEO for college use***

***Examples of recurring reports: Fact Book, strategic planning assessments***

***Ad hoc reports requested by individuals or groups within Virginia Western.***

***Examples of ad hoc reports: BIO 141 student success data, Guided Pathways data requests***

- Standardized, recurring reports with required public publication by federal agencies, SACSCOC, program accreditations, etc. will be published on the Virginia Western website
- Standardized, recurring reports of public interest (such as Fact Book information) will be published on the Virginia Western website
- Ad hoc data requests to the Institutional Effectiveness Office:
  - o Information will be released to the requesting individual or group
  - o Reports that contain sensitive information will not be published on VW Connect, but the report or summary information may be shared with college administration if deemed appropriate by the Institutional Effectiveness Office.
  - o After the requestor has the opportunity to review the report, the Institutional Effectiveness Office may make report without sensitive information available internally on VW Connect if such information would be useful to the college.

## **External Surveys in cooperation with third-party agencies**

***Surveys conducted in cooperation with agencies outside Virginia Western.***

***Examples: CCSSE, AL360.***

- After results are received from the external organization, summary reports will be compiled and reviewed with appropriate college groups. These reports may be published on VW Connect if such information would be useful to the college.

### **Virginia Western surveys of the external community**

*Surveys designed and conducted by Virginia Western to collect feedback from individuals or organizations outside Virginia Western*

*Examples: Employer Surveys*

- For commissioned surveys, results will be reported first to the requesting individual or group. After the requestor has the opportunity to review the results, results will then be made more widely available as noted below
- Detailed reports without full comments will be published internally on VW Connect. These reports may include trends, analysis, and sample comments.
- Requests for contact will be shared only with the requesting individual or group, to avoid duplicate contacts.

### **Course Evaluations**

- Course evaluation results are issued to administration of each school. The school reviews this information and shares the reports with individual faculty.
- Institution-level course evaluation results are published on VW Connect.
- Institution-level course evaluation results may be used by the Institutional Effectiveness Office as part of conversation on institutional continuous improvement.
- Upon request, specific course evaluation results may be released to college administration.
- No other use of specific course evaluation results will be made without written authorization from Faculty Senate.

### **Internal Surveys of Students (other than course evaluations)**

*Student surveys designed and implemented by the IEO at the request of groups within Virginia Western.*

*Examples: SDV Survey, Learning Materials survey.*

- Comments with personally identifiable information:
  - o For positive comments that reference specific faculty or staff by name, the Institutional Effectiveness Office will issue You May A Difference cards.
  - o For negative comments that reference specific faculty or staff in an identifiable manner:
    - The full comment will be sent to the individual's supervisor
    - The identifying information will then be redacted from the source data and made unavailable for any future reporting

- For commissioned surveys, results will be reported first to the requesting individual or group. After the requestor has the opportunity to review the results, results will then be made more widely available as noted below
- Acknowledging that students have the right to see results from the feedback they provide, limited reports without full comments will be published on the Virginia Western website
- More detailed reports without full comments will be published internally on VW Connect. These reports may include trends, analysis, and sample comments.
- Reports including full redacted comments will be sent to appropriate administrators and department heads.

### **Internal Surveys of Employees**

***Faculty/staff surveys designed and implemented by the IEO at the request of groups within Virginia Western.***

***Examples: Employee Satisfaction Survey; In-Service Surveys.***

All results from surveys of employees are considered sensitive information and evaluated for appropriate handling.

- Comments with personally identifiable information:
  - o For negative comments that reference specific faculty or staff in an identifiable manner:
    - The full comment will be sent to the individual's supervisor
    - The identifying information will then be redacted from the source data and made unavailable for any future reporting
- Results including full redacted comments will be reported first to the requesting individual or group. The Executive Team is considered the requesting group for the regularly scheduled Employee Satisfaction Survey. After the requestor has the opportunity to review the results, results will then be made more widely available as noted below.
- Acknowledging that employees have the right to see results from the feedback they provide, summary reports without full comments will be published internally on VW Connect. These reports may include trends, analysis, and sample comments.
- If deemed appropriate jointly by the requestor and the Institutional Effectiveness Office, reports with full redacted comments may be shared with specific college groups and/or posted to VW Connect.
- Reports including full redacted comments will be sent to appropriate administrators. These reports may include breakouts by department to make it easier for administrators to share the results appropriately within their area.
- Requests by department heads for comments specific to their department will be honored by the Institutional Effectiveness Office after further evaluation of those comments for sensitive information. The Institutional Effectiveness Office reserves the right to make further redactions at that time, particularly to protect the identity of the survey respondents.