2.4.d – Policies and procedures for data use, that demonstrate how data are regularly collected, compiled, aggregated, summarized, analyzed, and used to make improvements

A summary of all data collected by Office of Assessment and Accreditation (OAA) documents work processes and annual timelines.

**ecuBIC Reports**

ecuBIC Reports allow programs and colleges to link data collected at the university level with specific information collected at the college, and program level. In the COE, ecuBIC Reports are created and maintained by the COE data manager. Only faculty and administrators who have been granted special permissions are able to access these reports.

If faculty and/or staff within the College require data for the purposes of accreditation, research, or program improvement, he or she must adhere to the following procedures:

1. All requests must be submitted through the COE Work Order system
2. Report work orders must be submitted no later than four weeks in advance of the requested deadline. This allows the COE data manager time to create and test the report, as well as schedule requests around existing deadlines and reporting cycles
3. If the COE data manager does not have authorization to access certain requested fields of ecuBIC, there is the potential that the request would then be forwarded to ITCS
4. If a similar report is available, access will be granted to these existing reports, without the need to create a new ecuBIC Report
5. Proof of IRB Approval is required, and must be attached to the work order; if data pertaining to any of the thirteen HIPPA Identifiers is being requested
6. All identifying information will be removed from the data set unless specifically noted in the Institutional Review Board (IRB) Approval
7. Generated reports will be sent back to the requestor through the COE Work Order System.

**Qualtrics Surveys**

In the COE, Qualtrics Surveys are created and maintained by the COE data manager. Only faculty and administrators who have been granted special permissions are able to directly access survey results.

If faculty and/or staff within the College require data for the purposes of accreditation, research, or program improvement, he or she must adhere to the following procedures:

- All survey requests must be submitted via the COE Work Order System
- Survey work orders must be submitted no later than one week in advance of the requested deadline
- Requests must include the following information:
• The OAA must follow Qualtrics guidelines and terms of use; and therefore will not ask any of the following questions of survey participants:
  o Social Security Numbers (SSN)
  o Credit card numbers
  o Debit card numbers
  o Driver’s License numbers
  o Personally identifiable patient information
  o Personally identifiable student information
  o Personnel information
  o Confidential legal data
  o Proprietary data that should not be shared with the public
  o Employer taxpayer identification numbers
  o State identification card numbers or passport numbers
  o Checking account numbers
  o Savings account Numbers
  o Personal identification (PIN) codes
  o Digital signatures
  o Any other numbers or information that can be used to access a person’s financial resources
  o Biometric data
  o Fingerprints
  o Passwords

• Survey requestors will be responsible for promoting and notifying individuals and/or groups whose surveys will be forthcoming to increase participation numbers. The OAA will not be responsible for alerting faculty and/or students of this information beforehand.

• Once the survey is closed and inactivated, results will be sent back to the requestor through the COE Work Order System in the form of a PDF file, unless the request specifically designates a different format.

Data Requests
In the COE, data reports are generated by the COE data manager for purposes of accreditation, research, or program improvement.
In order to obtain college or program information, faculty and staff must adhere to the following procedures:

- All data requests must be submitted via the COE Work Order System

- Data requests must be submitted no later than two weeks in advance of the anticipated deadline

- Proof of IRB Approval is required, and must be attached to the work order, if data pertaining to any of the thirteen HIPPA Identifiers is being requested

- All identifying information will be removed from the data set unless specifically noted in the IRB Approval

- Summaries of data will be provided unless otherwise requested

- All data requests pertaining to SACS Accreditation will automatically be uploaded to the program’s Documents folder in the TracDat system, accessible by the assigned Unit Assessment Coordinator (UAC). Files are not typically sent via email.

- For non-SACS requests, generated reports and results will be sent back to the requestor through the COE Work Order System.