

San Jose Evergreen Community College District Office of Institutional Effectiveness and Student Success

REQUEST FOR RESEARCH /AD HOC REPORT GUIDELINES

Information and Guidelines

Institutional Effectiveness and Student Success (IESS) is available to support colleges and programs within the San Jose/Evergreen Community College District (SJECCD) by providing ad hoc reports and research related to student success. Parties interested in obtaining the services of IESS should review the information contained in this Request for Evaluation/Research packet before completing and submitting a request. Requests will be reviewed and either approved or declined based upon district priorities, direction from the Chancellor, soundness of methodology, and/or availability of data. **Please note that submitting a request for a research or evaluation project does *not* guarantee service.**

On rare occasions, IESS may consider requests from outside agencies or individuals provided the goals and objectives of the project align with the goals specified in the *SJECCD strategic direction*. **Outside agencies or individuals must obtain sponsorship from an office within SJECCD prior to submitting a request.**

Who may request a research or evaluation project?

Programs, departments, agencies, or individuals will be granted consideration for review according to the following order of preference:

1. Internal requests originated by a Senior Administrator or SJECCD Governance Board.
2. Internal requests responding to a local, state or federal mandate.
3. Internal requests responding to requirements of a grant or granting agency.
4. Internal requests for data in support of program review.
5. Outside requests supported by a SJECCD office in partnership and in response to a local, state, federal, or grant requirement.

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Steps to request a research report or program review project

Before requesting research or program review services, the requesting party should consult with an agent or administrator in the Office of Institutional Effectiveness and Student Success to establish appropriate research questions and variables to answer the questions. A form **must** accompany each request for service. It should be filled out completely using the following information:

1. **Reason(s)** for the evaluation or research services may include:

- a. Program Review;
- b. Evaluation;
- c. Mandated Reporting;
- d. Survey Research;
- e. Needs Assessment;
- f. Environmental Scan;
- g. Other (please describe briefly)

2. **Type of Service.** The Office of Institutional Effectiveness and Student Success will generate a written report by request only. The request should indicate both the type and frequency of the report. Types of reports include:

- a. Data Only: Presents data in the form of charts or tables.
- b. Data with Brief Descriptions: Presents data with both charts or tables and narrative interpretation.
- c. Data with Recommendations: Presents data with charts or tables along with narrative interpretation.
- d. Survey: Create a survey and tabulate results after administration.

3. **Points of Contact.** A contact person or sponsor for the request should be a manager or department head.

4. **Due Date.** The request should include the date that the deliverable is due. There is a minimum of 14 day notice on all due dates.