



POLICIES & PROCEDURES

Policy Title:	Baker College External Survey Data Requests
Policy Custodian:	Provost and/or HLC Accreditation Liaison Officer (ALO)
Policy Approval:	October, 2019
Revision Date:	May, 2019
Effective Date:	October, 2019

1. SCOPE

- 1.1 The purpose of this policy is to provide for a uniform system to oversee, coordinate, disseminate and approve any external survey data requests for Baker College.
- 1.2 This policy aligns with the Research Policy, however, the intent is to only focus on external survey requests. If the data requested is to respond to an external survey and is NOT subjected to the IRB process, this policy outlines all data collection activities throughout the Baker College system and involving all Baker College data requests, when that survey requires:
 - 1.2.1 a request from the [official approved survey listing](#) of an external source for Baker College data, or
 - 1.2.2 when there is a need to respond to an external request for data that is not on the official approved survey list.

2. POLICY

- 2.1 All external officially approved surveys, as defined by policy, will be documented, submitted and added to the official approved survey listing by the Provost or HLC ALO (defined as 'designated recipient').
- 2.2 The designated recipient will consider any new external survey requests received by the 15th of each month at the Presidents' Cabinet's next monthly meeting. Materials and requests received after will be considered and approved at the following meeting.
- 2.3 The designated recipient will have the responsibility to ensure that all external surveys covered under this policy:

- 2.3.1.1 have the endorsement and support of the executive leadership of Baker College.
 - 2.3.1.2 are coordinated to the extent that the external survey data may impact other ongoing projects or have the potential to impact other projects are discussed by those involved.
 - 2.3.1.3 are directed to the appropriate assigned staff member(s) to be prioritized and responded to in a timely manner.
- 2.4 The Provost and/or HLC ALO will have responsibility for ensuring that all officially approved external surveys are completed by the scheduled timeline and the data is accurately reported to the external source. Additionally, if new external surveys are approved to be submitted on a regular basis, this survey will be added to the [official approved survey listing](#).

3. PROCEDURE: External Request for Data

- 3.1 Any stakeholder at Baker College who receives a request for data from an external agency or partner should take the following steps to ensure compliance and timely response.
- 3.1.1 External Requests for data that do not meet the requirements for human subject research and would as such be subject to the IRB process and review (Research Policy) will be submitted to the Provost and/ or HLC ALO.
 - 3.1.2 External survey requests received by the 15th of the month will be added to the review cycle for the next President’s Cabinet meeting.
 - 3.1.3 The Provost and/or HLC ALO will review all materials and check to see if the survey request is listed on the official [approved survey listing](#) and if it is NOT, the following questions will be addressed:
 - 3.1.3.1 Is this external request for data required by policy, accreditation, State law or other regulatory agency?
 - 3.1.3.1.1. If yes, then the request moves to 3.1.3.3
 - 3.1.3.1.2 If no, then the Cabinet will consider the questions outlined in 3.1.3.1.2
 - 3.1.3.2 Questions for data requests not required by law or accreditation (Considered only if not required by 3.1.3.1.1)
 - 3.1.3.2.1 Does the external request for data align with Baker College Strategic Objectives?

3.1.3.2.2 Does the external request for data provide the College with relevant data that could be used for analysis, benchmarking, or other quality improvement endeavor?

3.1.3.2.3 Does the external data request create an undue burden on any member or team within the Baker College System?

3.1.3.3 Can the data request be met using the common data set?

3.1.3.4 Does the research/ data collection require oversight by any Baker College administrative individual?

3.1.3.4.1 If the answer is no, then the campus designee will open a file to maintain documentation and inform the submitter that no further involvement by administrative official is needed

3.1.3.4.2 If the answer is yes, then the campus designee will open a file to maintain documentation and inform the submitter of any mandated future contacts and procedures for amending or closing the project.

3.1.4 Which campuses are involved and have the campus presidents or their designees provided approval?

3.1.4.1 If the answer is no, then the documentation will be returned to the submitter for additional approvals or be taken to the monthly Presidents' Cabinet meeting for approvals.

3.1.5 Does the research require IRB involvement?

3.1.5.1 If the answer is yes, then the committee will provide notice to the submitter that an IRB application must be completed.

3.1.6 Does the research require IT involvement?

3.1.6.1 If the answer is yes, then the application materials must be forwarded to the IT Reporting Team.