Campus-wide research, surveys or questionnaires shall be consistent with the college’s mission, values and Educational Master Plan goals. The purpose of this procedure is to ensure that all research conducted at DVC will advance data-informed decision making which improves student success and promotes quality education and improved institutional effectiveness. Any data that can be broken to the individual student level must be kept confidential to protect student identities. Data must be protected and stored safely.

**Research from existing data source**
DVC employees wanting to access data from the college or district that is not openly available on the district website should submit the online research request form, which is then automatically forwarded to the Dean of Institutional Effectiveness and Accreditation for approval. The form can be found in Insite, under the Resources tab.

**Research conducted within a department or program**
DVC employees wanting to conduct research activities that are directly tied to their assigned department or program are able to do so and are not required to submit a request for approval. This includes service area evaluations of programs and special event effectiveness. (An example of something not directly tied to an assigned department or program is research an individual may want to conduct as part of a personal dissertation project.) All research will require the informed consent of the participants and all people must be given the choice to opt out of participation in the project if they desire. Individuals may contact the Dean of Institutional Effectiveness and Accreditation for guidance.

**Research conducted outside a department or program for new data acquisition**
Employees wishing to conduct research beyond their individual department or program are required to complete the On-Campus Entity Research Request Form which is available on the Research, Planning and Evaluation Committee webpage. Materials including but not limited to surveys and focus groups questions must be attached to the form. All research will require the informed consent of the participants and all people must be given the choice to opt out of participation in the project if they desire. The Dean of Institutional Effectiveness and Accreditation will consult with the Research, Planning and Evaluation Committee (RPEC) to review the research requests and instruments prior to approval. The RPEC will make a recommendation to the College Council about the project. After the College Council makes a decision, the Dean of Intuitional Effectiveness and Accreditation will inform the person who put in the request of the outcome.

When college-wide research requires the collection of data from students and may necessitate asking instructors to utilize portions of a class hour, efforts shall be made to limit the frequency of the class disruptions and the length of the research instruments.

**Research conducted by a non-DVC entity**
Anyone not directly affiliated with the college who would like to conduct research about students or employees of the college must complete an Off-Campus Entity Research
Request Form. All research will require the informed consent of the participants and all people must be given the choice to opt out of participation in the project if they desire. The form must be submitted to the Dean of Institutional Effectiveness and Accreditation who will consult with the Research, Planning and Evaluation Committee (RPEC) for approval. Submissions will be considered at the first RPEC meeting in the months of September, November, February and April. The RPEC will make a recommendation to the College Council about the project. The Dean of Institutional Effectiveness and Accreditation will inform the researcher about the final decision.

Accreditation Standard: I.B.4
Approval History:
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