

Research Participation and Data Request Guidelines

Guam Community College
Office of Assessment, Institutional Effectiveness & Research



Data for Research Purposes

At Guam Community College (GCC), all institutional data are classified as one of the following types: public data intended for broad distribution in support of the College's mission and is freely available to any person or organization without restriction; limited access data which is available without restriction but whose integrity must be carefully maintained; and, restricted data that is protected or regulated by law and may include sensitive personal information. The Office of Assessment, Institutional Effectiveness and Research (AIER) work collectively with all sectors of the College community as they carry out the implementation of the Guam Community College comprehensive assessment plan campus-wide. In doing this, AIER serves as the central office for institutional data reporting.

Requests for institutional data will generally fall into two categories: (1) routine requests and (2) non-routine requests. Routine requests are those that may be satisfied with report form summaries and are regularly produced by AIER or from pre-written report queries maintained in various College departments such as the Office of Admissions and Registration and the Financial Aid Office. New and non-routine requests take the form of complex reports or data extracts that cannot be satisfied from pre-written report queries. Non-routine requests may result in raw data, data that spans two or more operational units and data that contains potentially sensitive information. All non-routine requests for institutional data must be accompanied by a written request using the Data Request Form (Form AIER_DRF) included as part of these guidelines. The form includes a statement acknowledging an understanding of existing laws, policies, and guidelines for appropriate data usage.

Non-Routine External Requests for Study Participation

Increasingly, GCC constituents (e.g. administrators, faculty, staff, or students) are asked to participate in research on higher education by everyone, from thesis and dissertation students to higher education agencies. These requests may range from completing a simple one page form to conducting a study that requires very complex historical data or providing data files at the individual level. GCC must balance the value of the research effort to the public, to the higher education community, and to itself against the burden it presents on College resources (especially staff time) in responding to such requests.

Based on the [Guam Code Annotated, Title 17: Education, Chapter 24 and the Guam Research Review Board](#), research studies with an institutional focus that involve human subjects must first be processed through the University of Guam (UOG) Committee on Human Research Subjects (CHRS) prior to requesting to conduct research at GCC. An approval letter from the UOG CHRS must accompany the study/research proposal. If a request is being made by a graduate student from a higher education institution other than UOG, an approval letter from the Institutional Review Board (IRB) of the student's University must also accompany the study/research proposal.

Requests that require an institution-wide study should be sent directly to the President, which will then be forwarded to the Vice President for Academic Affairs then to AIER for committee review. In cases where the institutional burden is minimal, AIER, in consultation with the AVP, may make the decision regarding participation or involvement after a thorough discussion of risk or benefit.

If the AIER Office and the Research Review Team (appointed by the AVP), decides on GCC participation, the Institutional Researcher will immediately notify all affected offices, classes or individuals (as applicable), providing them with all the relevant materials and/or information for successful implementation of the study.

Please follow the specified format on the Research Participation Request form (Form AIER_RPR) included as part of these guidelines. Failure to do so will result in unnecessary delays in the proposal's approval process and could affect any future efforts to conduct research or studies on the College campus.

AIER also requests that all completed research studies involving GCC constituents contain the following disclaimer:

"The activity, which is the subject of this report, has been authorized by the Guam Community College; however, the opinions expressed, herein, do not necessarily reflect the position of the College, and no official endorsement by the Guam Community College or the Government of Guam should be inferred. The author accepts full responsibility for the contents of this document."

Finally, GCC requires one (1) bound copy of the completed research report. Please submit the copy directly to AIER.

Internal Data Requests

All requests for research participation or data by GCC constituents should be coursed through AIER. The Institutional Researcher, at times in consultation with the Research Review Team, has the primary responsibility for responding to such requests.

These guidelines are established to help GCC handle requests for information as effectively as possible. Members of the College working with or using institutional data in any manner must comply with existing federal, state and local laws; all applicable GCC policies, procedures and standards; and all applicable contracts and licenses. In particular, users of institutional data must be cognizant of and adhere to federal [Family Education Rights and Privacy Act \(FERPA\)](#) guidelines. All users of institutional data and their supervisors are responsible for complying with the aforementioned laws, policies, and guidelines.

Please submit all requests to:

Office of Assessment, Institutional Effectiveness & Research (AIER)
Guam Community College
Location: GCC Student Services & Administration Building, Room 2227
Phone: (671) 735-5520
Fax: (671) 734-5238
Email: aier@guamcc.edu
Mail: P.O. Box 23069, GMF, Barrigada, Guam 96921



Guam Community College
Office of Assessment, Institutional Effectiveness & Research

Institutional Data Request Form
(Form AIER_IRF)

Please provide a very detailed description of the information you require. Describe the layout of the data and any desired grouping or sorting (e.g., sort by ethnicity). Include any selection criteria (e.g., first-time Freshman, degree or certificate seekers). The online [AIER Data Request Detail](#) form will assist us in gathering the necessary information.

Name: _____ **Date:** _____

Institution/Department: _____

Specific Information Requested

Description of the data needed (e.g., graduation/retention rates, student enrollment).

Purpose of this request/Intended use of the data (e.g., data for proposal, assessment, accreditation).

From what period of time are you interested in? (e.g., Fall 2008, AY 2006-2007).

Data needed by what date?

Please describe how long the data will be maintained.

Please describe how the data will be destroyed after completion.

(Signature) Requestor

(Signature) Assistant Director/Dean

(AIER OFFICE USE ONLY)

Data Classification: ☐ Public Data ☐ Limited Access Data ☐ Restricted Data

Request Category: ☐ Routine Request ☐ Non-Routine Request

☐ Recommended
☐ Not Recommended

☐ Data Request Approved
☐ Data Request Disapproved

Institutional Researcher, AIER

Assistant Director, AIER

COMMENTS: _____

Note: A copy of this signed form should be forwarded to the AVP Office.



Guam Community College
Office of Assessment, Institutional Effectiveness & Research

Research Participation Request Form
(Form AIER_RPR)

Name: _____ **Date:** _____

Institution/Department: _____

Please include the following information when submitting your proposal. **The two-page summary should follow this format or submit an online [AIER Research Participation Request Detail](#) form:**

1. Name, address, telephone number, and affiliation of person submitting the proposal.
2. Title of proposed research.
3. Statement of purpose (the questions you are proposing to answer with the study).
4. Design and implementation:
 - a. Statement of problem.
 - b. What hypotheses are to be tested?
 - c. What are the dependent variables? Independent variables?
 - d. How are the variables to be measured?
 - e. What is the sampling plan?
 - f. What is the research design?
 - g. Describe the data collection procedure.
 - h. How will results be gathered and analyzed?
 - i. What other related research has been done in this field?
5. If any non-standardized instrument is to be used, please attach a sample of it with the request. If the instrument(s) is standardized, please describe them.
6. If direct involvement of students will be required, please list any restrictions or qualifications relative to type of students needed.
7. If direct involvement of GCC employees is required, define employees, amount of time they are to be involved, extent of involvement, and any other information helpful to understanding the approach.
8. A statement detailing how the results of the study could be valuable to GCC.

(Signature) Requestor

(Signature) Assistant Director/Dean

(AIER OFFICE USE ONLY)

☐ Recommended

☐ Not Recommended

☐ Research Participation Approved

☐ Research Participation Disapproved

☐ Research Participation Approved

☐ Research Participation Disapproved

Institutional Researcher, AIER

Assistant Director, AIER

Research Review Team

COMMENTS:

Note: Once all signatures are completed, a copy of this form should be forwarded to the AVP Office and President's Office.