TOCC DATA MANAGEMENT PLAN

A. Types of data that are available and that can be created

- Student data: demographic profiles (Gender, age, tribal affiliation, ethnicity)
- Staff and faculty data: Profiles of staff and of faculty
- Enrollment data: student count, Full-Time Equivalence (FTE), degree seeking, first generation
- Retention and graduation data
- Data on student success in courses, including in developmental sequences
- Alumni survey, surveys of faculty and staff,
- Student evaluation of faculty/courses (aggregated)
- In-house data from problem-solving sessions
- Student exit surveys
- IPEDS and AIMS-AKIS aggregate data on enrollment, graduation, retention
- Other data as the need arises

NOTE: See the "TOCC Data Reports" excel file at https://www.tocc.edu/institutional-effectiveness for a listing of available data.

B. Accessing and requesting data

- Key data and reports, including survey data, retention data, and enrollment data, are available on the TOCC website at this url: https://www.tocc.edu/institutional-effectiveness.
- A "TOCC Data Reports" list on excel describes available data sets and reports and is at the url above.
- Staff and faculty can request other data through the office of Institutional Effectiveness using the form for the purpose or –the form is available at the url above.
- Those data that are on the TOCC website at the url listed above are public in nature and can be shared.

C. Distributing key data points throughout the College community

- Basic demographic data will be presented by Institutional Effectiveness Director and Research Assistant at the January and September All Staff meetings.
- Demographic data will be updated by Institutional Effectiveness at the end of each semester and will be available at https://www.tocc.edu/institutional-effectiveness
- When data sets become available, Institutional Effectiveness will have those posted at the following url: https://www.tocc.edu/institutional-effectiveness
- Institutional Effectiveness Director and the President will present key data for discussion and possible action, including but not limited to data on retention, graduation, and student majors every quarter at a meeting of the 15 member Leadership and Data team and every quarter to the Cabinet members. Key data will also be presented to the Board of Trustees at a minimum of semi-annually during their winter and summer retreats.

- Results of data reviews from the Leadership and Data team, Cabinet, and Board meetings listed in the bullet immediately above will be made available at the following url: https://www.tocc.edu/institutional-effectiveness.

D. TOCC Data Needs and benchmarks:

- Student tracking data – Need to join the National Student Clearinghouse in early 2018 (NLT March 2018) in order to track TOCC graduates and transfer students. IE will continue work with IT+Scrum ad hoc group toward this end.
- Need to create a report showing the efficacy or lack thereof of changes made to developmental education, specifically in integration of reading and writing that occurred beginning in 2015 (develop this report by March 2018 for review by Leadership and Data team).

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