

## Official Source of Institutional Data

The Office of Institutional Effectiveness, which incorporates Gadsden State's institutional research function (IR), is the **official source** for reporting institutional data and research activities to both internal and external units and/or agencies. IR and the College's data owners work collaboratively to develop definitions of commonly used terms and metrics. Requests for data and analyses must be routed through IR to ensure consistency in data rules/definitions and reporting.

The Department of Information Technology (IT) supports IR by extracting, generating, reporting, and securing, IR data from operational data. IR is solely responsible for managing institutional data analytics, accuracy of internal/external reporting and GSCC's data reputation.

Data owners refer to any entity that can authorize or deny access to certain data, and is responsible for its accuracy, integrity, and timeliness of data/reports. IR, in collaboration with data owners, may determine that certain **routine** data and/or reports are to be prepared and submitted directly by data owners on behalf of the College. In such cases, the submitting department provides IR a copy of the report and notice of data submission. IR maintains an archive of these reports and promptly reports any concerns identified in such reports to the data owners for resolution.