

Charge and Membership

Name of Committee or Task Force	DATA USE COMMITTEE
Purpose	<p>Provide leadership and guidance for LBCC and its stakeholders to effectively use data/research to improve performance and student success. Assist in development of criteria to prioritize internal and external requests to conduct research using LBCC student data, students, faculty or staff, and practices to protect LBCC research participants. Monitor the utility of targets as performance data is reported annually, recommend modifications to targets and/or measurable objectives as the Strategic Plan reporting evolves. Identify and document ownership and stewardship of LBCC data sources.</p>
Function	<ul style="list-style-type: none"> • Develop and refine a process to communicate with departments and programs when research is being conducted in their area and assist with communication to faculty and staff about Institutional Effectiveness research request process. • Define what qualifies as an internal or external research request, and define criteria to accept/prioritize requests for the appropriate use of LBCC resources. • Develop and refine an Institutional Review Board (IRB) process for LBCC to review human subject protections of any external research request. • Make recommendations to Institutional Effectiveness and other service units dealing with student-level data about practices and policies to protect student privacy. • Make recommendations for consistent internal LBCC metric definitions and language, as needed. • Provide recommendations/feedback about presentation of data/research provided to faculty and staff, how to best facilitate data use (analyze and generate action plans), as well as general data use professional development. • Provide recommendations to assist faculty in evaluation and improvement of student learning and achievement. • Monitor Strategic Plan Metrics and Benchmarks annually. Recommend revisions as needed. • Provide recommendations/feedback to Institutional Effectiveness about best practices of data use for continuous improvement, decision making. • Define data governance and support documentation about data ownership, stewardship, and consistency.
Annual Timeline of Outputs	<p>Review research request processes annually in spring. Establish IRB by Spring 2018. Report about committee recommendations annually in summer.</p>
Reporting	<p>Academic Senate and the College Planning Committee</p>

Membership and Membership Term Limits	<p>Director of Institutional Research – Co-Chair Academic Senate appointee – Co-Chair</p> <p>4 faculty members from a broad representation of disciplines. Faculty with expertise in research methods and statistical analyses also are encouraged to serve.</p> <p>IITS representative Senior Research Analyst, IE Research Analyst from department outside of IE Academic Services representative ASLO coordinator or designee Financial aid representative (classified staff member) SSSP representative Counselor</p> <p>Terms: Faculty may serve up to two 3-year terms.</p>
Meeting Frequency and Schedule	<p>2nd Thursday from 2:00 – 3:30 pm</p>
Other	