MLFTC Office of Data Strategy Data Request Coordination Form

Q1 MLFTC Office of Data Strategy Data Request Coordination Form

Thank you for your interest in requesting MLFTC Data. After receiving the form, a member of the ODS team will contact you to gather project specific details and plan the delivery of your data. Not all questions are required to be completed, however, we encourage the requestor to complete as many as possible to guide the project’s development. If needed, staff from ODS will assist in completing questions and securing data sharing and publishing documentation. Often a meeting will be requested by ODS team members to ensure accuracy and efficiency in filling your request.

For any data request relating to Financial or Human Resources information, please contact Ray Basaldua.

Q2 Please provide the following info on the primary contact for this data request. (Required)

- Email Address (1) __________________________________________________________
- First Name (2) __________________________________________________________
- Last Name (3) __________________________________________________________
- Unit or Department (4) __________________________________________________

Q3 Data requests are important to us, and we work to fill them in a timely manner. Requests come in different sizes and complexity with varying urgency on the part of the requester. In addition, at times during the year ODS is busy with larger, college-wide projects. During our weekly Tuesday staff meeting, we often discuss newly submitted data requests. We attempt an initial follow-up communication with individuals within a week, depending on current workload and priority of other requests. Your responses to the questions below will help us schedule your request. Please select the date (MM/DD/YYYY) by which you need the data.

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Q4 Is this data request for an upcoming grant proposal?

- Yes (4)
- No (5)
Q5 Please pick the option that is most applicable to you. (Required)

- I have a specific data request that I am ready to articulate. (1)

- I am not yet sure about the specifics of my data request and would like to discuss what data might be possible. (2)

Skip To: Q16 If Q5 Please pick the option that is most applicable to you. (Required) = 2

Q6 What question(s) are you trying to answer with the data? The ODS team can help scope your project using this information.

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Q7 What type(s) of data are you requesting?

☐ Demographics (1)
☐ Student Enrollment (2)
☐ Course Enrollment (3)
☐ Retention Counts and/or Rates (4)
☐ Graduation Counts and/or Rates (5)
☐ Scholarship Data (6)
☐ HR/Financial Data (may require college leadership approval) (7)
☐ Original data collected through custom collection method (e.g. survey or interview) (9)
☐ Other (Please specify) (8)

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Q8 Please provide a detailed description of the data requested, including any additional variables, specific programs, or other population selection criteria (examples: FTFYS [Full-Time First-Year Students], specific majors, online vs on-campus population, teacher candidates in MLFTC vs teacher candidates outside of MLFTC etc.)

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Q9 Please describe the range of time or specific point in time needed for your data (e.g. academic years, terms, semesters, data as of today, data as of 21st day).

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Q10 Do you want data at the summary/aggregated level (e.g. counts, frequencies, percentages) or at the individual level?

- Aggregated/Summarized (2)
- Individual (PII confidentiality restrictions apply) (1)

*Display This Question:
If Q10 Do you want data at the summary/aggregated level (e.g. counts, frequencies, percentages) or at the... = 2*

Q11 How do you want the data aggregated (e.g., by ethnicity, by program area, by division)?

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Q12 Do you anticipate that you will need these data on a recurring basis?

- Yes (4)
- No (5)

Q13 Who will be the audience or eventual users of the information collected?

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Q14 If you will be sharing the data, will you need assistance with a data sharing agreement?

- Yes, data sharing assistance is needed. (4)
- No, I already have an approved data sharing agreement, and/or will not need assistance with a data sharing agreement. (7)
- I don't know if a data sharing agreement will be needed. (9)
- No, I will not be sharing the data. (5)

Q15 If you will be publishing or presenting the data, will you need assistance with an Institutional Review Board application?

- Yes, IRB application assistance is needed. (4)
- No, I will not be publishing or presenting the data. (5)
- No, I already have an approved IRB application and/or will not need assistance with an IRB application. (7)
Q16 What question(s) are you trying to answer with the data? The ODS team can help scope your project using this information, and provide suggestions about available data.

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Page Break
Q17 How was your experience completing the Data Request Coordination Form?

- Positive (1)
- Neutral (2)
- Negative (3)

Q18 If applicable, please elaborate on any pertinent issues, considerations, or concerns not covered earlier in this form.

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Q19 You are approaching the end of the survey. If you wish to modify any of your previous responses, please take the opportunity to do so now by utilizing the left arrow button shown below.