Office of Research, Planning and Institutional Effectiveness

Please submit your data request **at least 14** business days prior to the date this data is needed. Please be aware that some data requests may take longer. Allow extra turn-around time if your request requires that we collect data from an external agency.

Strategies

1. **Equity-Driven Planning and Research**
   Apply an equity-focused lens to all aspects of institutional planning, decision-making, and research to ensure that college strategies directly address the needs of disproportionately impacted student groups.

2. **Data Privacy and Security**
   Safeguard student information by ensuring that all data collection, analysis, and reporting practices prioritize privacy, confidentiality, and ethical use. https://alameda.edu/student-confidentiality-privacy-ferpa/

3. **Identifying Disproportionate Impact**
   Leverage disaggregated data to uncover where specific student populations experience barriers or inequitable outcomes, ensuring that these insights guide action.

4. **Closing Equity Gaps Through Data**
   Use evidence-based strategies informed by data to close equity gaps, strengthen student success initiatives, and improve institutional processes in ways that promote fairness and inclusion.

Data Request Priorities

While our goal is to fulfill all information requests efficiently and promptly, the realities of workload and staffing require the Office of Research, Planning and Institutional Effectiveness to establish clear priorities. In alignment with the College's mission, goals, and strategic vision, the following framework defines our priority structure, with representative examples of the types of requests we commonly receive.

1. Mandated External Reporting Affecting College Funding
Requests required by external agencies that directly impact the College's funding and compliance.

2. Requests from the President's Office or Executive Leadership Team
High-level requests from College's leadership that support institutional decision-making.

3. Urgent, High-Impact Requests
Time-sensitive requests with immediate deadlines and significant compliance or legislative implications.

4. College-Wide, Time-Sensitive Projects
Projects that support broad institutional initiatives, planning, or assessment.

5. Division- or Department-Specific Initiatives
Requests support planning, assessment, or evaluation at the divisional or departmental level.

6. Individual Requests with Lower Priority
Ad hoc support provided to faculty, staff, or students for projects with limited institutional scope.

Summary Table with Examples of Request Types

Priority Level	Representative Request Types
1. Mandated External Reporting	IPEDS, MIS, SEA Plan, Enrollment, Accreditation reports
2. President's Office / Executive Leadership	Executive Dashboards, Strategic Planning Data
3. Urgent High-Impact Requests	Legislative Data, Compliance Reports, Vision Aligned Reporting, Grant Proposals and Evaluation
4. College-Wide Projects	Strategic Planning Support, Surveys, Program Review Data, Dashboard Development
5. Division/Department Initiatives	Retention Analytics, Program Level Data, Faculty Surveys, Project Planning and Evaluation, Committee Inquiry or Project, Dashboard Development
6. Individual / Lower Priority	Contact Lists, Basic Data Extracts, Descriptive Statistics, External Requests for Individual Inquiry, Peoplesoft Query Development

How to Request Data

1. Submit one form for each request through the website. https://alameda.edu/our-college/institutional-effectiveness/

2. Once you submit this form your manager will approve/deny your data request. You will receive a copy of your request as well as notification of their approval/denial.

3. The request will be reviewed and prioritized based on the Office of Research, Planning and Institutional Effectiveness Data Request Priority List for processing. You will be notified once your data request has been completed.