

Suffolk



COUNTY COMMUNITY COLLEGE
College Brief

DATE: January 31, 2006

TO: All Faculty and Administrators

FROM: Dr. Louis Attinasi, Associate Dean
Institutional Effectiveness

SUBJECT: Institutional Effectiveness (IE) Guidelines

All IE requests must be submitted to the Office of Institutional Effectiveness on a College 1002 form. (These can be obtained from Marianne Hanson at x4205.) Please specify "Date Needed", "ASAP" is not acceptable. Final approval for all projects will be granted by the IE Office and/or College administration.

The general lead-time you should build into your planning is:

Survey Studies^A

Creation of scannable form	Four to six weeks
Adequate time for the requesting committee to review and revise form.	Variable depending on committee
Sufficient time for the Director of Publication to review and approve the form.....	2 weeks
Data collection (printing, mailing, and/or phoning, etc.)	Variable depending on design
Processing/tabulation of survey forms	Four to six weeks

Statistical Reports/Analysis of Student Data^B

Updating of existing report	Two to four weeks
Creation of new report	Six to eight weeks
Curriculum/program review reports.....	Four to six weeks

Please note that student enrollment information by program and campus can be found on the College homepage at www.sunysuffolk.edu. Go to Academics, Institutional Research.

Evaluation Studies^B

Design of study	Six to eight weeks
Execution of study	Variable depending on design
Narrative/summary report.....	Six to eight weeks

Theory-based research studies/projects^B

Design of study	Eight to sixteen weeks
Execution of study	Variable depending on design
Narrative/summary report.....	Six to eight weeks

Note:

1. Individual or College departments are not authorized to release College reports. These are provided to you for internal use only. The Vice President for Marketing and Public Affairs must approve release of student or College data.
2. IE does not produce lists or labels.
3. IE does not oversee MSOL or mainframe computer applications or application changes.

Thank you for your cooperation.

^AThe project coordinator should consult with IE Office to assure survey quality, reliability, and validity. IE will coordinate with the print shop and central mail services for mailing of completed surveys. (Project Coordinator must obtain envelopes – window and business reply - from Eric Brown at ext. 4136. Envelopes need to be stamped with department name before being sent to IE.) Completed surveys should be returned to the project coordinator who will forward forms to the IE Office at the end of data collection.

^BRequestors should conduct a literature review on topic.