**Proposed Policy Number and Title:** #132 University Data Collection and Research  
**Existing Policy Number and Title:** #132 Campus Research

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<th>Approval Process*</th>
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*See UVU Policy #101 Policy Governing Policies for process details.

**Draft Number and Date:** Stage 4, 05/26/2011  
**President’s Council Sponsor:** Linda Makin  
**Ext. 8457**  
**Policy Steward:** Robert Loveridge / Tim Stanley  
**Ext. 8161/7920**

**POLICY APPROVAL PROCESS DATES**

**Policy Drafting and Revision**  
Entrance Date: 10/11/2007

**University Entities Review**  
Entrance Date: 05/28/2009; re-entry  
2/17/2011

**University Community Review**  
Entrance Date: 04/06/2011  
Open Feedback: 04/06/2011  
Close Feedback: 05/07/2011

**Board of Trustees Review**  
Entrance Date: 05/26/2011  
Approval Date: MM/DD/YYYY

**POST APPROVAL PROCESS**

Verify:  
□ Policy Number  
□ Section  
□ Title  
□ BOT approval  
□ Approval date  
□ Effective date  
□ Proper format of Policy Manual posting  
□ TOPS Pipeline and Archives update

Policy Office personnel who verified and posted this policy to the University Policy Manual  
**Name:** ____________________________  
**Date posted and verified:** MM/DD/YYYY

Printed On:  
June 7, 2011
1.0 PURPOSE

1.1 Institutional data is a valuable university asset; the integrity of this information is vital to ensuring accreditation and acquiring federal and state resources. This policy designates the Office of Institutional Research and Information (IRI) to respond to researchers’ requests for institutional data and/or requests for assistance in collecting data related to UVU constituents.

2.0 REFERENCES

2.1 Department of Health and Human Services, 45 CFR Part 46.112, Protection of Human Subjects

2.2 Department of Education, 34 CFR Part 99, Federal Family Education Rights and Privacy Act

2.3 Health Insurance Portability and Accountability Act of 1996 (HIPAA) Privacy and Security Rules

2.4 Utah Code Ann. 63-2-101 et seq., Government Records Access and Management Act (GRAMA)

2.5 UVU Policy #136 Intellectual Property

2.6 UVU Policy #138 Institutional Review Board (IRB)

2.7 UVU Policy #445 Institutional Data Management and Access

2.8 UVU Policy #449 Private Sensitive Information

2.9 UVU Policy #450 Processing and Control of Distributed Administrative Data

3.0 DEFINITIONS
3.1 **Constituents:** Individuals directly associated with UVU (for example, students, former students, donors, employees, alumni).

3.2 **Branded data:** Institutional data that has been obtained using institutional resources for use by the University and its units in reports, marketing materials, and so forth.

3.3 **Data collection:** Collecting data through a variety of means, such as surveys, interviews, and focus groups, etc.

3.4 **Institutional data:** Data that is acquired or maintained by university employees in the performance of official administrative duties and is relevant to planning, managing, operating, assessing, or auditing a major administrative function of the University. The following are examples of data that would not be considered institutional data:

3.4.1 Personnel records;

3.4.2 Personal medical, psychiatric, or psychological data for both employees and patients seen at University clinics;

3.4.3 Information that is legally restricted under federal or state law;

3.4.4 Notes and records that are the personal property of individuals in the University community;

3.4.5 Instructional materials including tests, examinations, exercises, classroom assignments, and surveys administered in the faculty member’s own classroom;

3.4.6 Research notes, materials, and data collected by faculty or students for research projects unless subject to the provisions of UVU Policy #136 *Intellectual Property*.

3.5 **Researcher:** For the purposes of this policy, an individual, group, or organization engaged in data collection from or about the University and/or its constituents. This excludes those involved in institutional data collection for the performance of official university duties (see 3.3).

### 4.0 POLICY

4.1 **Ownership of Institutional Data and Appropriate Use of Institutional Data**

4.1.1 All institutional data are the property of the University.

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4.1.2 Institutional data in the public domain are available for use by researchers with appropriate citation.

4.1.3 Branded data may be subject to IRI review to ensure accuracy.

4.1.4 In published findings based on institutional data, researchers must clearly state what was obtained from IRI.

4.2 Requests for Institutional Data

4.2.1 IRI is designated to respond to requests for institutional data and/or requests for assistance in collecting data related to UVU constituents.

4.2.2 Researchers using institutional data will consult with IRI. Researchers need not consult with IRI on personal research, graduate/undergraduate research, and/or classroom-based activities/projects that do not require institutional data, and/or assistance in collecting data from UVU constituents.

4.2.3 Consultation with IRI does not constitute IRB approval and may not substitute for IRB approval (see UVU Policy 138 Institutional Review Board).

4.2.4 IRI will provide institutional data or assistance in collecting data related to UVU constituents only after the researcher has obtained IRB approval.

### 5.0 PROCEDURES

#### POLICY HISTORY

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Text of existing Policy 132

A. POLICY

Surveys, questionnaires, questions for oral interview, etc., which will be used to describe the institution or its student to an external audience or which are sponsored by the institution, must be reviewed and the methodology approved before they are used at the institution. This policy applies to students, teachers, administrators, or staff members and to instruments being used on or off campus. Regular classroom tests, examinations, exercises, research assignments, or test studies are exempt from the policy. All studies should follow Title 45—Protection of Human Subjects guidelines where applicable.

B. PROCESS

To obtain approval the following steps should be followed:

1. Step One: Complete a Proposal for research form.
2. Step Two: Obtain approval from appropriate department director.
3. Step Three: Submit the Proposal with a copy of the survey instrument to the Research Committee.
4. Step Four: Upon approval, survey may begin.
5. Step Five: Submit a copy of the results to the Research Committee.

Research Approval Committee Shall Consist of:

a. Representative from Student Services
b. Representative from Institutional Research
c. Representative from Academics (Deans’ Council or their appointee)

The committee shall meet as needed to review and approve all research requests. This committee reports directly to the Director of Institutional Research.

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