

APPENDIX X: AD HOC DATA REQUEST FORM

Wyoming Community College
Ad Hoc Data Request Form

- Form to be completed by either the Wyoming Community College Commission (WCCC) Policy Analyst or a community college IR Director for submission to the WCCC Policy Analyst.
- Data report will be provided electronically to requesting party.
- Confidential or personally identifiable data will not be provided.

Date of Request:

Taken by:
(WCCC Policy Analyst or IR Director)

Requested by:

Project Title:

Requested Delivery Date:

In order to clearly define and support this data request, provide the following information:

1. Describe, in detail, the study or report to be written for which this data is requested.

2. Specific purpose for data in detail.

3. Describe to whom the report or study will be disseminated.

Request taken by IR Director (if applicable)

Date request taken

Wyoming Community Colleges
Protocol for ad hoc data requests

- i. Form will be completed by WCCC Policy Analyst in consultation with the requestor
- ii. Form will then be emailed to the Presidents, President Assistants, and IR Directors.
- iii. IR Directors may apprise other college employees of the data request on a need-to-know basis
- iv. Presidents will be asked to approve or opt out of the request within one week to the WCCC (Unless a shorter turn-around time is justified)
- v. President may also request that the data inquiry be put on an EC agenda for further discussion
- vi. If the WCCC does not receive any feedback from the President in the time allotted, the WCCC Policy Analyst will request the community college IR Director to follow up with that President
- vii. If a single President opts out, the other colleges will still provide the requested data

This protocol for addressing ad hoc requests was recommended by the SSC to the Executive Council 12/15/11 for approval. The protocol has been vetted by the AAC and the IR Committee.