Appropriate Use Policy: Durham Technical Community College
Data Access, Use, and Dissemination Statement

Data and information are used by employees of Durham Technical Community College to inform and direct policies and needs, measure outcomes and performance, and communicate information about the college internally and externally. Access to and

the form should be mailed as an email attachment to the Director of Research, Evaluation, Assessment, and Planning.

External Access: External requestors of college data should first be directed to the publicly available data presented on the REAP area of the college's website. If requestors cannot find the data they seek, they may make a request for it. All requests for data from sources external to the college, excluding those with an affiliation with the college, such as advisory committee members, Board members, or data reported as part of the Annual Reporting Plan (see below) should be referred to REAP staff for consideration and response.

If there is insufficient time to refer the request to REAP, REAP staff should review and approve all proposed responses to data-based inquiries from sources external to the college **prior to** the information being distributed or communicated to the external source. This may be accomplished via telephone, email, or other form of communication with REAP staff. Even if the data to be communicated have been generated by REAP staff and are available on the web site, REAP staff should be consulted about the context within which the data are to be disseminated if a specific inquiry is made from an external source.

Data Use and Dissemination

Internal Use: All college faculty and staff are encouraged to utilize institutional data to inform their decision-making and performance assessment. All faculty and staff have access to a variety of data generated by REAP, for example, the Fact Book and College Profile publications, via the college's website. These data have been verified and are available for use in planning, evaluating programs, and making other policy decisions for the college. Questions about appropriate use and interpretation of data should be directed to REAP staff.

Faculty and staff who generate their own data should be trained in the software used for extraction as well as knowledgeable about the data source(s) and

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