

# BUFFALO STATE COLLEGE

## DIRECTORY OF POLICY STATEMENTS

Policy Number: V:08:00

Date: April 1987  
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SUBJECT: **Institutional Data and Surveys**

### **Institutional Research**

#### **Mission:**

The Office of Institutional Research, a component of the Office of Finance and Management, is designed to provide information to the college which supports institutional and college planning, decision-making processes, and to facilitate the reporting requirements of the college.

#### Relation to the College Mission:

In order for the college to “pursue knowledge, truth, and excellence” and to enhance “its position as a comprehensive educational institution,” institutional leaders must have access to timely, accurate, and comprehensive information and data about students, staff, programs for planning, policy formation and decision making. The Office of Institutional Research is dedicated to providing such information to all members of the Buffalo State College community.

The number of requests for information about the college from national, state and regional agencies, professional groups, businesses, and private individuals has grown tremendously in recent years. These requests often ask for standard institutional data, i.e., the enrollment, the number of faculty tuition costs, etc. As the number of individuals responding to these queries increases there exists an increasing potential for inconsistent or even contradictory responses. In addition, since much of this information is already available in the Office of Institutional Research, an unnecessary data gathering burden is placed on our faculty and our staff. In an effort to minimize these problems, the Institutional Review Board has formulated the following guidelines regarding institutional data:

1. The Office of Institutional Research should be consulted before completing any survey from an outside agency.
2. All inquiries associated with the college should be directed to the Institutional Research Office.
3. Campus administrative offices should consult with the Institutional Review Board prior to the administration of any survey instrument designed to collect institutional data.

It is not the purpose of these guidelines to suggest that the Office of Institutional Research assumes the responsibility for all reports describing the many facets of the college. It is suggested, however, that the Office of Institutional Research serve as a focal point for the collection and distribution of institutional data, and that the Institutional Review Board review questionnaires developed to elicit broad institutional data.