
UNM OILS Student Recruitment

A Data Management Plan created using DMPTool

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Roles and responsibilities

[Information Redacted at Request of PIs]

Kathy Dorcas, OILS graduate student, will be responsible for implementing this data management plan.

Types of data

1. Past and current OILS/OLIT enrollment student numbers. These reports will be provided by the UNM Registrar's department.
2. Name, title, and phone number of each faculty and staff member who is available for recruitment of new students.
3. Recruitment tools that are available to these members. A questionnaire/survey will be given to each member.
4. List and contacts for local community colleges, other UNM departments, and local organizations who hire OILS/OLIT graduates.
A Microsoft Excel spreadsheet will be provided by the OILS department.
5. Recruitment ideas for OILS department recruitment of new students.

Policies for access and sharing and appropriate protection and privacy

This data will be inputted and stored in Microsoft Excel spreadsheets and Word documents as it is received from individuals in the OILS department, and the UNM Registrar's department. All documents will be given to Dr. Victor Law, OILS faculty member, via email. He will then copy them into the OILS shared WIZARD department folder. Once the documents are placed into the folder, all OILS faculty and staff members can access them. Periodically, the data will be extracted, analyzed, and archived for future recruitment purposes.

OILS members must have access to the shared WIZARD department folder. They can only access the folder from their personal work computer. If they do not have access, they must contact the UNM New Media & Extended Learning (NMEL) department for access.

No other UNM department or employee will have access to the shared WIZARD department folder unless it is approved by the OILS department, and NMEL gives them access.

Data storage and preservation of access

The data will be archived in the OILS shared WIZARD department folder for all members (current and new) of the OILS department.

The student enrollment numbers, recruitment tools, local organizations who hire OILS graduates, and recruitment ideas will be archived in the UNM LoboVault institutional repository. The primary responsibility for curating and preparing the data for archiving are the Data Librarians at the University of New Mexico Libraries.

Additional possible data management requirements

Question not answered.