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# S-STEM Grant

*A Data Management Plan created using DMPTool*

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## Data generated by the project

WWCC faculty and staff will work in conjunction with the Office of Institutional Planning, Research & Assessment to collect and report data throughout the life of the grant. The evaluators have three objectives: 1) to investigate and document progress made toward meeting goals and specific outcomes; 2) to provide ongoing formative feedback to the project team; and 3) to conduct an investigation to assess the effectiveness of the project activities. The design of the evaluation incorporates the use of comparison groups of scholarship and non-scholarship students in order to measure the effect of the project.

A mixed-methods approach utilizing quantitative and qualitative data collection will be used to investigate progress and effectiveness of the project activities. Qualitative methods will be used to gather contextual information about the project and participants as well as to help assess post-project outcomes. Quantitative institutional data will be collected to measure enrollment, retention, completion, and other benchmarks of student progress.

Most of the data used in analysis will come from students' records, including transcripts and financial aid data. These data are consistent with data routinely collected from all students at WWCC and are stored on the college's SQL server with appropriate security protocols.

Additionally, TRiO personnel regularly collect and analyse data on TRiO students, which would apply equally to participants of the S-STEM program. Staff document the contact hours provided to each participant by the type of service provided. This documentation provides a quick check on the appropriateness and need for services that staff are providing on an individual basis. If a participant uses tutoring services, attends a workshop, campus trip or cultural event, it is documented in the Student Advising (SA) database upon completion of the service provided.

All participating students will be asked to complete a student satisfaction survey of student support services. The survey is conducted electronically and results are anonymous. Students will also complete an anonymous qualitative evaluation form at the conclusion of all program workshops and campus visitations. Exiting students will be asked to meet with an advisor and complete an exit form. This document plays a critical role in helping staff evaluate their efforts from the perspective of the exiting student. The results are also used to inform the broader campus community and to make college policy adjustments.

Program advisors for participating students will conduct informal follow-up surveys with graduates to assess the degree to which they find meaningful employment related to their field of study. Data will be kept electronically in Excel or Access and stored on the college's SQL server.

## Period of data retention

Electronic data will be kept on secure servers, ensuring that only authorized people will have access to confidential data at any time. WWCC is committed to privacy of identifying information, and have extra safeguards in place to keep personal information secure. All public data will be made available for access and sharing as soon as reasonably possible, with a strict deadline of two years after the acquisition of the data.

All data will be kept for six years after the conclusion of the award period, as required by Washington Administrative Code (WAC) 495D-276 and in accordance with the college records retention schedule. All data will be destroyed on the day after the conclusion of the retention schedule.

## Data format and dissemination

Records will be kept in SQL and Access databases and processed and analyzed in Excel spreadsheets when necessary. Metadata documents will be kept in MS Word or other commonly available text format.

WWCC will conform to NSF's policy to disseminate and share project results and methods. As noted in the Project Description, WWCC will likely disseminate results through conference presentation, community events, quarterly meetings, and through the resources delivered by the Washington State Board for Community and Technical Colleges. Personally identifiable information will be managed by the Office of Institutional Planning, Research & Assessment and will conform to FERPA regulations.

## Data storage and preservation of access

Most of the data used in analysis will come from students' records, including transcripts and financial aid data. These data are consistent with data routinely collected from all students at WWCC and are stored on the college's SQL server with appropriate security protocols. Such data is also available in Access databases commonly referred to as the Data Warehouse and likewise stored on the college's servers and accessible in restricted systems folders.

The student services management information system database, StudentAccess (SA), includes financial, demographic and academic information about each participant. The secretary enters data and generates needed reports on an on-going basis. These reports include: student participation status, financial aid file completion, student GPA, caseload information, workshop or campus visit evaluations, current contact information for participants and other reports needed to evaluate progress. Other pertinent information is garnered through the WWCC student management system (SMS) and data is input into the SA database.

Individual participant folders are maintained and secured in the central office files. Program applications, income verification forms, financial aid tracking documents, transcripts, needs assessment instruments, comprehensive education and transfer plans, and report forms, are just a few of the items maintained in the participant folders.

**Additional possible data management requirements**

Question not answered.