

## Plan Overview

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*A Data Management Plan created using DMPTool*

**Title:** S-STEM Grant

**Creator:** Joshua Slepín

**Affiliation:** Walla Walla Community College (wwcc.edu)

**Principal Investigator:** Joshua Slepín

**Data Manager:** Joshua Slepín

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## S-STEM Grant

### Data generated by the project

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**The Data Management Plan should describe the types of data, samples, physical collections, software, curriculum materials, or other materials generated by your project. Any data collection required by the program announcement should be incorporated into the proposal's Data Management Plan. For example, the management of assessment, evaluation, or monitoring data required for all projects within a given program should be addressed in the data management plan. Describe your plan for managing the data.**

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**

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**EHR is committed to timely and rapid data distribution. However, it recognizes that types of data can vary widely and that acceptable norms also vary by scientific discipline. It is strongly committed, however, to the underlying principle of timely access, and applicants should address how this will be met in their Data Management Plan.**

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**

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**The Data Management Plan should describe data formats, media, and dissemination approaches that will be used to make data and metadata available to others. Policies for public access and sharing should be described, including provisions for appropriate protection of privacy, confidentiality, security, intellectual property, or other rights or requirements. Research centers and major partnerships with industry or other user communities must also address how data are to be shared and managed with partners, center members, and other major stakeholders. Data on EHR projects involving human subjects should be made available to the public subject to constraints imposed by IRB decisions. Other data, such as software, publications, and curricula, should be made available subject to intellectual property rights.**

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**

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**The Data Management Plan should describe physical and cyber resources and facilities that will be used for the effective preservation and storage of research data. These can include third party facilities and repositories.**

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**

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**More stringent data management requirements may be specified in particular NSF**

solicitations or result from local policies and best practices at the PI's home institution. Additional requirements will be specified in the program solicitation and award conditions. Principal Investigators to be supported by such programs must discuss how they will meet these additional requirements in their Data Management Plans.

Question not answered.

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