

# Bates Project/Data Request Form

The purpose of this form is to gather information that will help the college best respond to your data needs. Please answer the questions below and a staff member from the appropriate office will respond to you shortly to discuss the next steps.

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The respondent's email (**null**) was recorded on submission of this form.

\* Required

1. **Email \***

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**Please provide your contact information in the fields below.**

2. **Name: \***

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3. **Email address: \***

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4. **Unit:**

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**5. What type of unit are you representing?**

*Mark only one oval.*

- ☐ An academic unit (i.e., a department or program) *Skip to question 6*
- ☐ An administrative unit *Skip to question 8*
- ☐ Other: \_\_\_\_\_

**Academic Unit Information****6. Please indicate the purpose(s) of your request. Select all that apply. \***

*Check all that apply.*

- ☐ Department/Program Decadal Review
- ☐ Foundational Dialogue
- ☐ Grant support
- ☐ Internal discussions for your department/program
- ☐ Student data needed for operational processing in your unit.
- ☐ Other: \_\_\_\_\_

**7. If you selected "Grant support" in the previous question, please indicate the grant.**

\_\_\_\_\_

**Information about the Request**

**8. Which of the following describe your request? Select all that apply. \****Check all that apply.*

- ☐ Student data (e.g., course rosters, students in a major or minor, a list of alumni, students by GPA)
- ☐ Course list(s) (e.g., department/program course offerings, lists of courses taught by faculty members)
- ☐ Department/Program-level analytics (e.g., enrollment trends, graduation trends, student descriptives, aggregate grade data)
- ☐ Institutional survey data (e.g., Senior Survey, Sophomore Survey, Alumni Survey)
- ☐ Student learning outcomes assessment (e.g., curriculum mapping, development and implementation of rubrics, direct assessment of student learning)
- ☐ Analytical project (e.g., administration of a new survey, predictive analyses)
- ☐ Other: \_\_\_\_\_

**9. What is the main goal/purpose of this request?**

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**10. Please describe, as specifically as possible, the project/data that you are requesting.**

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11. **If you are requesting an analytical project or student learning outcomes assessment, please identify a few of the key questions you would like explored in this project:**

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**Timing of the Request / Format of Reporting**

12. **When do you need this project or data request completed? If there are other important milestones for this request, please indicate those also in the field below.** \*

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13. **Is this a recurring request?** \*

*Mark only one oval.*

☐ Yes

☐ No

14. **If this is a recurring request, how frequently do you need the data that you are requesting?**

*Mark only one oval.*

- ☐ Monthly
- ☐ Each academic term
- ☐ Annually
- ☐ Other: \_\_\_\_\_

15. **In what format would you like to receive the data/analysis that you are requesting?**

*Check all that apply.*

- ☐ Raw data (e.g., a spreadsheet or similar data file)
- ☐ A graphical summary of the data
- ☐ A tabular summary of the data
- ☐ An interactive dashboard
- ☐ A narrative report
- ☐ Other: \_\_\_\_\_

### **Data Usage**

16. **Are you requesting this data on behalf of someone else? \***

*Mark only one oval.*

- ☐ Yes
- ☐ No

17. **How do you plan to use the data? If you plan to share the data with other audiences, please be sure to identify these audiences in your response.**

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