

Institutional Research, Information and Records (IRIR) – Service Unit Outcomes

Service Unit Purpose:

The purpose of the Office of Institutional Research, Information and Records (IRIR) is to perform institutional reporting and to conduct institutional research in support of planning, assessment, and management decisions for Jefferson State Community College. In order to achieve its stated purpose, the Office of Institutional Research, Information and Records is committed to the following:

- Promoting the validity and reliability of institutional data and reporting, particularly as they relate to the student information system and the academic programs of the college.
- Initiating and conducting appropriate research and providing information in support of planning, assessment, and institutional decision making.
- Coordinating reporting of data and responding to information requests from outside the college.
- Providing consultation and research assistance to others within the college.

Service Unit Outcomes:

1. Institutional data on students and academic programs are valid and reliable.
2. Routine and ad-hoc reports provide information that supports institutional planning, assessment, and decision making.
3. Surveys are conducted to provide information that supports institutional planning, assessment, and decision making.
4. Accurate and timely reports ensure that the college is in compliance with reporting requirements of federal, state, and regional agencies and responds appropriately to ad hoc requests for institutional data.
5. With assistance on research design, questionnaire development, data analysis, and report writing, others within the institution are able to more effectively and efficiently conduct their own research.