

COLUMBUS STATE COMMUNITY COLLEGE  
POLICY AND PROCEDURES MANUAL

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REQUESTS FOR SERVICES FROM THE  
KNOWLEDGE RESOURCES AND PLANNING DIVISION

Effective February 15, 2010

Procedure No. 13-10

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- (1) The Knowledge Resources and Planning Division (KRP) provides assistance to college departments, faculty, staff, and administrators in the areas of research design, methodology, data collection, analysis and reporting of results to meet the planning, self-assessment, policy formation, governance, and decision-making needs of the college.
- (2) Requests for assistance can be made by employees through the appropriate administrator. Requests are made in person, by phone, or in writing, providing the following information:
  - (a) Definition of the problem, concern, or issue to be addressed.
  - (b) Statement of the hypothesis the requestor is proposing to test.
  - (c) Specification of the use of secured data/information and intended outcomes of the research.
  - (d) Projected time frame for completion of the project.
  - (e) Description of the characteristics of the population to be surveyed, if applicable.
  - (f) Type and extent of assistance requested from the Knowledge Resources and Planning Division.
  - (g) Distribution of the research results (audience and projected numbers).
- (3) Requests for services are analyzed and prioritized by the Vice-President of Knowledge Resources and Planning Division. The requestor is notified within three working days from receipt of required information as to the status of the proposed project and future action to be taken.
- (4) Quality research requires sufficient lead time for planning, design, data collection, including possible need for programming assistance from the Data Center, compiling data, and analysis. Administrators who anticipate the need for services from the Knowledge Resources and Planning Division are requested to plan ahead and initiate preliminary discussions with the Vice-President of Knowledge Resources and Planning Division regarding the proposed project.

***Last Effective Date: October 15, 1985 (No Current Policy)***