



Standard Operating Procedures for the College of Education Data Request Process

For questions related to this SOP, please contact: Miguel Arellano Arriaga (arellano@uh.edu)

PURPOSE AND CONTEXT

The Assessment and Effectiveness (AE) Team within the Office of Student Success collects, analyzes, and disseminates data from multiple sources about the College of Education at UH. The purpose of this guidance is to outline the data request process for faculty and staff in the College of Education. This process is essential in providing resources to support the College's assessment, accreditation, effectiveness, and research needs.

The AE Team strives to provide accurate and timely data as available. Keep in mind that University data governance, policy, and procedures take precedence over the Assessment and Effectiveness Team. As such, there may be limitations to available data, which will be discussed with the requestor as appropriate.

RELATED TOPICS

- [Data Request Form](#) - Allows COE faculty and staff to request data about the College for assessment, accreditation, effectiveness, and research needs.
- [IR Statistical Handbook](#) - Provides insights into UH students and the effectiveness of university efforts to improve its programs, which are available to the public.
- [UH by the Numbers](#) - Provides comprehensive data about university characteristics, operations, and productivity, which is available only to faculty and staff.
- [Data Management & Sharing](#) - Information about best practices in data management and sharing from the Division of Research at UH.
 - [MAPP 08.03.01](#) - University manual of administrative policies and procedures for data management and sharing.
 - [MAPP 10.03.06](#) - University manual of administrative policies and procedures for College/Division responsibilities for information technology resources.
 - [Human Subjects/IRB Information](#) - Information about applications to the IRB.
- [FERPA](#) - Information and various resources from the Office of the Provost.

TIMELINES

Timelines to complete data requests will vary depending on need and urgency; however, there is a minimum of ten (10) business days to fulfill data requests. Once data requests are received, the AE Team will provide updates on the status of data requests.

PROCEDURES



Step 1: Identify Data Needed – To better understand your data request, prepare as much detail as possible for your data request to include data needed, type of results, frequency, files to upload, etc.

Step 2: Complete Data Request Form - You will be asked to submit the following:

- **Purpose** (accreditation, student success, funding, program review, research, etc.)
 - **Accreditation** – e.g., accreditation agency such as AAQEP, APA, TEA
 - **Student Success** – e.g., continuous improvement and program monitoring
 - **Funding** – e.g., external or internal grant submissions
 - **Program Review** – e.g., institutional APARS or THECB review
 - **Research** – e.g., faculty or student, IRB requirement, IRB approval file
- **Question/Request** (what question(s) are you trying to answer with the request?)
- **Data Need** (demographics, academic career, academic performance, contact info., etc.)
 - **Data Fields** – what specific data fields are needed? (ID, name, plan, GPA, etc.)
- **Timeframe** (specific term, specific dates, etc.)
- **Results** (data visualization, descriptive statistics, raw data, etc.)
 - **Results Type** – what specific result type do you need? (raw data, min, max, mean, median, table, etc.)
- **Data Sharing** (individual, organization, audience, etc.)
- **Fulfillment Date** (desired date of fulfillment for the request)
- **File Upload** (optional list of students, similar report, template, fillable excel sheet, etc.)
- **Consultation** (optional virtual meeting to review data request information)
- **Additional Information** (optional additional information you would like to share)

Step 3: Follow-Up Communication – Once the data request is submitted, the requestor will receive an automated confirmation email with additional information. If the requestor does not receive the confirmation email, the data request needs to be resubmitted. After the confirmation email is received, the AE Team will follow up with the requestor with updates on the progress and status of the request.

Step 4: Data Request Review – Upon completion of the data request, the AE Team will contact the requestor to conduct a preliminary review of the completed request. Any additional questions, comments, or concerns should be discussed at this time. Once the review is complete, the AE Team will provide the final completed data request to the requestor with any adjustments or modifications if needed via an email response from the original data request.



REVISION LOG

DATE	REVISION	APPROVER INITIALS
February 2025	Initial articulation of SOP for the data request process	