Collin College

IRO

Institutional **R**esearch **O**ffice

We use data in all its varieties to conduct research, assessment, and planning to help people make informed decisions and achieve Collin College's mission.

IRO is here to provide people and organizations with information solutions for everything from Assessment to Zogotech. Please contact us or stop by our CougarWeb page for more information!

https://inside.collin.edu/iro/

WHAT WE DO

Surveys

Student Enrollment & Outcomes Information

State & Federal Reporting

Focus Groups

Data Sets & Reports

Dashboards & Data Visualization

Decision Support

Program Review

Submitting a Request to IRO

With just about any new request, IRO will consistently need some information in order to best assist you. By providing this information up front, you can help reduce the number of correspondences and may help expedite your request.

Overall Project Description

Please provide a short description of what question you are trying to answer. Including applicable parameters such as the following will help:

- What the decisions are to be made using the requested data?
- The target audience
- Result format (PDF, Excel workbook, table, graph, narrative, dashboard, etc.)
- Academic terms or years from which the data will be gathered
- Scope of the data to be analyzed (Necessary fields, all courses, all students, only students majoring in X, etc.)
- Specificity of the results (Aggregate counts/averages at course or section level, etc.)
- Whether this task may need to recur over regular intervals

Timeline

Timeline for project (if a multi-stage project like a survey), and by what date you need the results. Please be patient and understand that the resources necessary to work on your request may already be committed to another request. Sufficient lead-time will help ensure you have the information when you need it!

Attention to…

The request should be sent to Tom Martin at TMartin@collin.edu, unless a similar project has been completed by IRO before and you have established a professional rapport, then it is acceptable to contact that staff member directly with the necessary information. You can generally expect communication to confirm IRO's understanding of the request.