Guidelines for Assigning Priorities to Research Requests

The resources of the Office of Institutional Effectiveness (OIE) are limited, as are those of all campus offices. When demand for research-related assistance exceeds the available supply, which is often true in most community colleges, some projects must take precedence over others. The purpose of this document is to set forth College guidelines under which the order of priority is determined. After initial evaluation of each research request, the OIE notifies each requester of his or her priority level based on these guidelines, and of the estimated date of completion.

Priority order is based on three factors: I) Purpose of the Requested Research, II) Relative Urgency and/or Resources Required, and III) Order in Which Requests are Received.

I.   Purpose of the Requested Research

The primary determinant of priority is the purpose or application of the proposed research. Research requests normally will be addressed in the following order:

Research designed primarily to:

1.   Fulfill state or federal mandates or other legal requirements or obligations.
2.   Fulfill District data requirements.
3.   Assist in planning or evaluation processes or activities that apply to the College as a whole. Examples include educational master planning, accreditation, outcomes assessment, or the program review process.
4.   Assist in planning or evaluation processes or activities that apply to the division level or below. Examples include comparing the impact of different pedagogical methods on student learning or achievement in a program or course; analyzing course demand in a discipline; providing data for faculty evaluations; designing a point-of-service survey for a Student Services office; or evaluating the effects of a new operational practice in an Administrative Services department.
5.   Assist in the establishment or revision of prerequisites, corequisites, advisories, or other limitations on enrollment permissible under Title 5 regulations.
6.   Support grant applications.
7.   Fulfill requests for information from major data reporting organizations, such as the National Center for Education Statistics or the College Board.
8.   Fulfill other requests.

Note: The OIE may collaborate or consult with outside institutions, organizations, or individuals, or with LAMC employees or students, on their own research projects, to the extent that they benefit LAMC and that resources permit. Examples of such projects include thesis or dissertation research by employees; collaborative studies with other community colleges, the RP Group, or the Chancellor's Office; classroom projects by students; conference presentations or workshops by staff members; or outside requests for access to data or subjects.

II.   Relative Urgency and/or Resources Required

The OIE will make every reasonable effort to fulfill requests that are urgent or that demand few research resources as rapidly as possible. That means that work on an urgent and/or small project might be done before that on a less urgent and/or large project, even if the former's purpose has a lower priority than the latter's.

III.   Order in Which Requests Are Received

All other things being equal, the request submitted in satisfactory form first is addressed and completed first.