

I. MANDATE

In keeping with The Michener Institute's strategic intent of BEST EXPERIENCE, BEST EDUCATION, The Michener Institute acknowledges the wealth of data collected as a result of scholarly activities carried out by and in association with the Institute. As an essential asset, the quality of Michener data must be ensured and is therefore protected from unauthorized modification, destruction, or disclosure. Users are required to respect the confidentiality and privacy of individuals whose records they access, observe ethical restrictions that apply to the information they access, and abide by applicable laws and policies with respect to accessing, using, or disclosing information. To that end, the Data Access Review Committee (DARC) exists to address the use of Institutional Data and the tracking of Scholarly activities for faculty, staff and students.

- 1) Use of Institutional Data – An approval process for faculty, staff, students to use Michener data for professional development activities and publications that will be presented/shared externally to the Michener. Professional development activities include conferences that take the form of poster/oral presentations, or workshops. This process is also a mechanism to track where and how data is used while ensuring the external message is consistently aligned and related to Michener's Vision, Mission and Strategic Directions.
- 2) Research and Scholarship Tracking – A process to track Michener's involvement in scholarly activity. For faculty, staff, students who wish to attend or participate in high priority, organizational / discipline-specific, or personal conferences, or who have submitted a paper for publication, are encouraged to complete the *Involvement in Research and Scholarship Tracking Form* for tracking purposes. Abstracts or proposals must also be attached for record keeping.

II. PURPOSE

The purpose of the DRSTC is to track, provide oversight and approve all institutional data and scholarship conducted by Michener staff and faculty to ensure that:

- Institutional data is used appropriately;
- Michener's involvement in scholarship is recorded and centralized.

This committee contributes to "**Best Experience, Best Education**" by:

- Guiding and increasing collaborative partnerships (internal and external);
- Encouraging faculty and staff to engage in knowledge transfer/translation related to Michener’s mission, vision and strategic directions;
- Establishing a centralized database where staff and faculty are able to access and share knowledge that has been created.

III. MEMBERSHIP

The DRSTC composition will consist of inter-professional members of the Learning, Innovation and Applied Educational Research Division, faculty, staff and ad hoc members as needed. A Chair will be appointed on an annual basis to guide the committee. A quorum will consist of 30% of the membership with the Chair or their designate in attendance.

IV. ROLES & RESPONSIBILITIES

Committee Chair:

- Chairs meeting
- Facilitates discussion
- Approves Data requests

Administrative Support:

- Schedules meetings
- Take notes and documents decision
- Circulates notes to committee members (if applicable)
- Notifies investigators of decision
- Enters information from *Involvement in Research and Scholarship Tracking Form*
- Duties as assigned

Members:

- Reviews incoming submissions as needed
- Contributes to the discussions and decisions (through email or meetings)
- Provides their expertise with processes, and use of institutional data
- Commits to attending meetings

V. DECISION MAKING PROCESS/VOTING

Collective discussion / consensus and discretion of Committee Chair.

VI. MEETING FREQUENCY

Meetings will be scheduled on an as needed basis.

VII. ACCESS TO MEETINGS

Closed to non-committee members

VIII. AGENDAS, MINUTES AND RECORDS

- **Agenda** items at each meeting:
 - 1) to review and discuss each submission, and;
 - 2) to make a decision about the submission
- **Minutes:** Administrative Assistant will record discussions and decisions that have been made about each submission reviewed.

IX. DESIRED OUTCOMES

The outcomes expected as a result of the contributions of this committee will be as follows:

- Support the decision-making for using institutional data;
- Increase scholarship capacity at Michener;
- Developed and implemented a centralized tracking system of Michener's involvement in research and scholarship.

X. PROCESS

The processes involved in each of the DARC functions are outlined below:

Use of Institutional Data Procedure:

1. Investigators requesting the use of institutional data should determine the classification of the desired data prior to consultation with the DRSTC. The following table outlines the three levels of institutional data:

Data Level	Examples	Submission Required
Low Security - open to the public - contains factual information - no risk implications	- Course descriptions - Admission procedures - Tuition information	NO
Medium Security -not open to public -contains internal information - moderate risk implications	- Course outlines - Key Performance Indicators - Graduation rates - Pass rates on certification examinations	YES
High Security - confidential/restricted access - data containing information on an individual level	- Grades - Focus group data - Course evaluation results	YES

2. If institutional data is deemed medium or high security, investigators should complete the DRST Request to Use Institutional Data Form (FORM 11) and send it to the Administrative Assistant of the DRSTC in the Research Office.
3. The decision and comments of the DRSTC will be communicated in full to the investigators not later than five weeks from receipt of the submission. Any modification required by the DRSTC, is not required for resubmission.

Scholarship Tracking Procedure:

1. All Michener employees who wish to attend or participate in a high priority, organizational / discipline-specific, or personal conferences, or who have submitted a paper for publication, should complete the DRST Request to Use Institutional Data Form and send it to the Administrative Assistant of the DRSTC in the Research Office.
2. The Administrative Assistant will enter all submission forms that pertain to [scholarship and research involvement](#).