

OPIR1 Fact Book

Annual Book of statistics and facts about Stonehill College

Permanent. Send to Archives upon publication.

OPIR2 Committee Files

OPIR2.1 Standing Committee Files

Files relating to standing committees overseen by the OPIR Office including but not limited to Strategic Planning and Institutional Research. File may include but is not limited to correspondence, agendas, minutes and reports.

Permanent. Send to Archives after five years or when administrative need ends, whichever is longer.

OPIR2.2 Campus Committee Files

Files relating to campus committees on which members OPIR Office are assigned or support, including but not limited to Steering Committee, Supporting Committee, Board of Trustees, Employment Centralization, Catholic Identity, IT and Master Plan. File may include but is not limited to correspondence, agendas, minutes and reports.

Permanent. Send to Archives after five years or when administrative need ends, whichever is longer.

OPIR3 Assessment Files

OPIR3.1 External Assessment Tools

Documents related to external assessments tools utilized by the OPIR Office. Tools include but are not limited to National Survey of Student Engagement(NESSE), Noe-Levitz (N-L), Your College First Year (YCFY), Cooperative Institutional Research Project (CIRP), CORE Alcohol and Drug Survey (CORE) and First-Year Experience (FYE).

Retain until no longer of administrative need.

Retain active plus three cycles or nine years (whichever is longer) and then send to Archives for historical review and final disposition.

OPIR3.2 Internal Assessment Tools

Documents related to internal assessment tools utilized by the OPIR Office. Tools include but are not limited to Senior Exit Survey (SES), One Year Our Alumni Survey (OYO), Quality of Life Survey (QOL) and Five Year Our Alumni Survey (F- YR. Out)

Retain active plus four years and then send to Archives for historical review and final disposition.

OPIR3.3 Special Assessment Projects

Documents related to special assessment projects by the OPIR Office. Projects include but are not limited to Academic Honesty, Alumni Census, Commuter Student, Course Evaluations, Fact Book Evaluation, Human Resources Projects (including but not limited to Recruitment, Tuition Child Care) International Programs, Learning Communities, Perkins, Religious Values, Into the Streets, Spirituality/Religion, Strategic Planning Feedback, Audit Needs, United Way.

Retain active plus four years and then send to Archives for historical review and final disposition.

OPIR4 External Survey Requests

All documentation relating to OPIR response to external survey requests. Requests from, but not limited to, IPEDs, CDS, US News, HEDS, HERI, ACT, Barron's, Peterson's, Wintergreen Orchard House.

Retain active plus three years and then send to Archives for historical review and final disposition.

OPIR5 Reports

OPIR5.1 NEASC Reports

Reports submitted to NEASC relating to the College's Accreditation by the New England Association of Schools and Colleges.

Retain annual reports two years and then send to Archives for permanent retention. Retain all other documentation ten years and then send to Archives for final disposition.

OPIR5.2 Strategic Plans

Strategic plans created by College. May be either five or ten year plans

Retain current plus previous two plans, then send to archives for final disposition.

OPIR5.3 Annual Planning Calendar

Department's "Month-at-a-Glance" schedule of planning related activities. Schedule approved by the Strategic Planning Committee and posted online. This document assists in providing transparency for planning related activities.

Retain current plus two years

OPIR5.4 Annual Plans

Plans created to provide a snapshot of strategic related activities in a given year of the current five-year planning period. The plan identifies the strategic goal, broken down by strategic objective, responsible parties, timeline and assessment measures or outcomes. Based on the Annual Plan, reports are generated three times a year (fall, spring and end of the fiscal period) that provides an overview of progress made against strategic objectives. Note: Formally called Operation Work Plans.

Retain current plus two previous two plans, then send to archives for final disposition.

OPIR5.5 Environmental Scan

Report created to assist in developing the five-year strategic plan provides the College with a SWOT analysis (Strengths, Weaknesses, Opportunities and Threats). The Situational Analysis identifies the College's strengths and weaknesses, and the Environmental Scan serves to identify opportunities and threats in the external environment.

Retain current plus two previous two plans, then send to archives for final disposition.

OPIR6 Census Files

Files relating to various census conducted by the OPIR office. Censuses may include but are not limited to Admissions, Enrollment, Course/Instruction Data, GPA data, Degree data, Employee data.

Retain until superseded or no longer of administrative value, then send to archives for final disposition.

OPIR7 Statistics

Reports of Statistics gathered by department, including but not limited to CDS, Quick Facts, Fact Book, and Dashboard Metrics.

Retain until superseded or no longer of administrative value, then send to archives for final disposition.