



Sample Guidelines for the Use of CLIP Data

CLIPs are designed as safe, trusting communities of colleagues in which CLIP members gather and use the data to improve their own practice. CLIPs also share their discoveries with colleagues outside of the CLIP to help develop a culture of inquiry and evidence-based teaching and learning within the college. The following guidelines help CLIP members decide what information remains within the CLIP and what is appropriate to share with other colleagues.

1. Data generated by a CLIP about teaching and learning are primarily for the use of the CLIP members.
2. If the CLIP uses an outside person(s) to help gather or analyze data, that outside person(s) agrees to not share (either formally or informally) the data with anyone else. The data will be kept confidential.
3. Discoveries made by the CLIP through their inquiry can be shared with colleagues but the data from which they were generated remains within the CLIP. The extent to which it can be shared depends on what agreements were made with those who provided data about confidentiality.
4. On occasion and for a specific reason it may be appropriate to share some data with college administrators and/or colleagues outside of the CLIP. The main reason for sharing data would be if it has implications for possible actions to be taken by those with whom it is shared. In those instances, the CLIP members jointly agree to share the data and jointly determine who will have access to the data. No CLIP member shares the data with anyone else without the agreement of the full CLIP. When such data are shared, the privacy of data sources must be protected.
5. The data generated by a CLIP will not necessarily be provided to the funder of the CLIP work. A CLIP has the option to have the funder receive information only about the means by which the CLIP collected data (e.g., interviews, questionnaires, focus groups), the types of people from whom data was collected, and the discoveries that resulted from the inquiry.
6. The data are not to be used for personnel evaluation.
7. CLIP work attends to guidelines of the Institutional review Board if such a group exists at the college.