



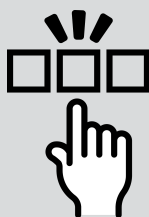
Step by Step Guide for Data-Informed Decision Making



1

Define the Question or Goal

Start with a clear question or goal. For example, are you aiming to improve student retention, enhance support services, or streamline processes? Defining your goal will focus your data gathering.



2

Identify Relevant Data

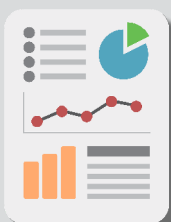
Determine what data is needed to address your question. This could include enrollment data, student feedback, service usage, or assessment results. Consult with the Institutional Research and Planning Office if you're unsure which data to use.



3

Collect and Access Data

Use internal or external dashboards, surveys, and reports to gather the data. ECC IRP, the Chancellor's Office, and other local and state agencies provide a myriad of tools. Start by checking what's available in the [Institutional Research and Planning webpage](#).



4

Analyze the Data

Review the data for trends, patterns, or issues. Focus on what the data reveals about your goal. For quantitative data, look at trends and averages; for qualitative data (e.g., open-ended survey responses), look for common themes.



5

Interpret and Draw Conclusions

Based on your analysis, determine what the data suggests about possible actions. Are there clear areas for improvement? Is there a particular student group or process that needs more attention?



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6

Make Decisions and Take Action

Use your insights to make evidence-based decisions. Develop an action plan that outlines steps for implementing improvements and assigns responsibilities.



7

Monitor and Adjust

Track the results of your actions. Continue collecting relevant data to see if your changes are effective. Adjust your approach as needed based on ongoing results.