
Directory of Records – General

Office - Institutional Studies

Description of the Mandate and Function:

Athabasca University Institutional Studies (IS) engages in the systematic collection of information including data that pertains to specific academic disciplines, as well as data concerning different aspects of the University's operations, and the changing environmental conditions that affect those operations. IS focuses on collection, analysis, and reporting of data germane to administrative decisions aimed at improving and enhancing university operations.

General Classes or Types of Information:

- Questionnaires, survey reports, documentation, and data tables evaluating and related to institutional programs and services
- Provincial funding reports and support documents
- Copies of common administrative records such as staff leave requests, purchase orders, and university committee meeting minutes
- Middle States Accreditation documents including binders and electronic copies.

PIB Titles:

- Surveyed Student database
- Research databases
- LERS database (formerly CIS)

Copies of Records Located:

None

Policy & Procedure Manuals, Guidelines, Handbooks, Etc.:

Internal committee guidelines forms, external agencies guidelines and forms, report distribution policy (IS), department business plan.

Remarks: