Community College of Allegheny County
Safety21 – Data Management Plan

1. Expected Data

The **Safety21** project will create a variety of curriculum, tools and online resources dedicated to creating frameworks for collaboration between community colleges working on joint degree, certificate or apprenticeship programs. Dedicated resources will ensure that material generated at any participating college is shared with the other participating community colleges. Expected data materials created as part of this project include; lesson plans, setup guides, instructional and lab activities, configuration data and files, recorded lessons, captured lectures, student performance data, course experience summaries, job books, articulation agreements, curriculum maps, course crosswalks, and data on student outcomes. These results will be shared with the academic community and general public through online learning community networking, Open Educational Resource platforms, SCATE national distribution channels, academic conferences, manuscripts, and Smart Mobility Connection presentations. The emphasis of data management will be on faithful and reproducible record keeping, with an emphasis on transparency and accountability in methods utilized while also respecting privacy policies at the community college.

2. Data Format

Data will be recorded in standard digital formats, including PDF, MP4, PowerPoint, Word and Excel files. Hard copies of such documents as curriculum development guides and articulation agreements will be kept on file at CCAC.

3. Access to Data and Data Sharing Practices and Policies

Curriculum resource guides, course modules, and competition parameters will be published in PDF format and available for educators through CCAC's website, which will be updated throughout the course of the program. Videos and select lectures created and disseminated to students through Blackboard will also be made available to the public through SCATE national distribution channels.

Any presentations developed through the project to highlight processes, lessons learned, and best practices will be publicly available at CCAC's website. Primary data will be included in conference presentation(s) and shared with conference attendees. Final information will be stored at CCAC's grants management office and available to the public upon request in accordance with CCAC privacy policies.

4. Policies for Re-Use, Re-Distribution

Public access to **Safety21** data will be regulated by the Community College of Allegheny County in order to protect privacy and confidentiality concerns, as well as to respect any proprietary or intellectual property rights. Terms of use will include proper attribution to the PI and authors along with disclaimers of liability in connection with any use or distribution of the data.

In addition, available information will conform to CCAC's Information Technology Resource policies for Monitoring and Enforcement: All Information Technology Resources provided or issued by the College, including without limitation all data, documents, messages and other information created, stored upon, received by or transmitted on or through the use of such technologies, constitutes the property of the College. While the College recognizes the role of privacy in an institution of higher learning, no User has a right or expectation of privacy in any information or data created, stored upon, received by or transmitted on or through the use of such technologies, including e-mail, except to the extent such right is

created or established by applicable law. The College reserves the right to monitor the use of its Information Technology Resources for compliance with the requirements of this Policy and applicable law, and to provide information stored on such resources to someone other than the user as a result of court order, lawfully issued subpoena, internal or external investigatory process or in response to a request authorized under Pennsylvania's Right-to-Know Law (65 P.S. §67.101 et seq.). Information stored on or in the College's Information Technology Resources may also be viewed by technical staff working to resolve technical issues. The College further reserves the right to utilize filtering software or services, usage logs, virus scanning software and other means to prevent its Information Technology Resources from being utilized in a manner that violates the requirements of this Policy or applicable law.

5. Archiving of Data

Information will be electronically archived and available at CCAC's website for educational access. In addition, hard copy files will be kept at CCAC's grants management office.