Data Management Plan

1. Types of Data:

a. Student grades and financial aid data will be sourced from the BMCC Office of Financial Aid. This information will be kept confidential and will only be used for the purpose of identifying students that are eligible for the S-STEM scholarship.

b. BMCC Office of Institutional Effectiveness and Analytics will help us source data on student retention, graduation, and persistence in STEM across the different STEM disciplines to compare against our BMCC-IBIS cohorts.

c. Survey data will be collected from participating students to identify their sense of belonging, career pathways, and social capital as they progress through the program.

2. Standards to be used for data and metadata format and content:

Student data will be stored in Excel files. Files with student identifiers will be kept in a password protected folder on the PI's computer and only shared with co-PIs and the Office of Financial Aid. De-identified Excel files will be made available for download and sharing for NSF S-STEM scholars. We will also share the de -identified data sets and analyzed data with the BMCC administration to enable us to institutionalize interventions that have proved effective.

3. Policies for access and sharing:

The PI will maintain the data of the students with their identifiers in a password protected file on her computer. Access will be provided to the co-PIs on the team as well as the BMCC Office of Financial Aid. Results from surveys and student feedback without their identification, and other meta-data from the project will be available to access by the public via an OpenLab platform. This will allow other interested scholars and colleges to process interventions within their own institutions.

4. Policies and provisions for re-use, re-distribution, and the production of derivatives:

Reuse, redistribution, or the creation of new tools, services, data sets, or products (derivatives), will be allowed, but not for commercial use. As described above, the results from surveys, student feedback without their identification, and other meta-data will be available via OpenLab.

5. Plans for archiving data:

There will be three avenues for data archival – via our Office of Institutional Effectiveness and Analytics, BMCC's Office of Research, and through the library. Not only analyzed data will be available via these offices, but they will also contain repositories of student survey questions, student feedback intervention efficacies and notes from the PIs /co- PIs on what worked and what did not. The Office of Institutional Effectiveness and Analytics will also follow up with students on 4-year transfers and the office of research will try to continue following students to see their trajectory post-baccalaureate.