

Data Collection and Management Plan: AI Approaches to Learning Gaps Study

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10.1 Data Collection Chart

Data Type	Collection Method	Storage Location	Access	Anonymization Process	Retention Period
Participant Demographics	Microsoft365 Form and Interview	GMU OneDrive	PI and Student Researcher only	Names replaced with P1, P2, P3... immediately after collection	5 years
Years of Experience	Verbal during interview	Interview transcript on GMU OneDrive	PI and Student Researcher only	Associated with participant code (P1, P2, etc.)	5 years
Educational Background/Degree	Verbal during interview	Interview transcript on GMU OneDrive	PI and Student Researcher only	Associated with participant code (P1, P2, etc.)	5 years
Recent Training (last 12 months)	Verbal during interview	Interview transcript on GMU OneDrive	PI and Student Researcher only	Associated with participant code (P1, P2, etc.)	5 years
Position Title	Verbal during interview	Interview transcript on GMU OneDrive	PI and Student Researcher only	Generalized to "Instructional Designer" in analysis	5 years
Course Types Designed	Verbal during interview	Interview transcript on GMU OneDrive	PI and Student Researcher only	Associated with participant code (P1, P2, etc.)	5 years
Audio/Video Recordings	Zoom recording to GMU OneDrive	GMU OneDrive	PI and Student Researcher only	N/A - Deleted after transcription verification	30 days maximum

Interview Transcripts	Professional transcription service	GMU OneDrive	PI and Student Researcher only	All names/identifiers removed, participant codes assigned	5 years
Email Addresses	Microsoft 365 Form	GMU OneDrive	PI and Student Researcher only	Deleted after study completion	End of study
Consent Forms	Electronic via Microsoft 365	GMU OneDrive	PI and Student Researcher only	Associated with participant codes	5 years

Data Security Measures

- **Primary Storage:** GMU-provided Microsoft OneDrive with multi-factor authentication
- **Encryption:** All data will be stored with enterprise-level encryption
- **Access Control:** Limited to PI (Dr. Dawn Hathaway) and Student Researcher (Cheryl Burris) only
- **Backup Protocol:** Automatic OneDrive backup with version history
- **Device Policy:** No data stored on personal devices or external drives

Anonymization Protocol

1. **Immediate:** Replace participant names with codes (P1, P2, P3...) upon first contact
2. **Transcription:** Remove all identifying information during the transcription process
3. **Analysis:** Use only participant codes in all analyses and reporting
4. **Reporting:** Use generalized descriptors (e.g., "experienced designer" vs. specific titles)

Data Destruction Timeline

- **Audio/Video Recordings:** Permanently deleted within 30 days of transcription completion
- **Email Addresses:** Deleted at study completion
- **All Other Data:** Retained for 5 years per GMU policy, then permanently deleted