

METROPOLITAN COMMUNITY COLLEGE
BOARD POLICY

2.15060 BP

SURVEY ADMINISTRATION

2.15060 BP

Given the increasing proliferation and importance of survey results, it is imperative that results be meaningful and reliable and that actions are coordinated in order to maximize response rates. With the increasing number of surveys administered, survey fatigue has become a serious concern, thus survey coordination is critical.

The District Assessment Coordinating Committee (DACC) and the Office of Institutional Research and Assessment will coordinate Metropolitan Community College's survey research in order to ensure meaningful and reliable results.

The Office of Institutional Research and Assessment will:

1. Provide an electronic form for survey requests and approvals.
2. Provide consultation on the development and administration of surveys and analysis of results.
3. Provide templates and standards for cover letters, introductory statements, survey types and questions.
4. Present survey requests to the DACC.
5. Maintain a web-based survey tool, use the tool to post surveys for requestors as appropriate (and as time and workload permit), and generate reports.
6. Maintain a survey archive.

The DACC will:

1. Review and approve survey requests.
2. Prioritize and schedule surveys based on the needs of the college, such that data collection is timely and conducted in a manner that minimizes survey fatigue, duplication of effort, and disruption to the educational environment.
3. Annually review the scope and effectiveness of this policy and associated procedures.

Individuals requesting to conduct surveys will:

1. Complete the survey request form and meet with the Office of Institutional Research and Assessment as needed prior to implementing any survey.
2. Provide to the Office of Institutional Research and Assessment a copy of all surveys, datasets, and associated reports not generated by the office.
3. Be responsible for preparation of any mailings of surveys administered on paper, as well as the compilation of the data from such surveys.

Scope:

The scope of this policy includes surveys intended for distribution to any members or prospective members of the MCC community: applicants, students, faculty, staff, administrators, board members and alumni. A survey is defined broadly as any means of data collection in which questions are presented to respondents in paper, oral (e.g., interview, focus group), or electronic (e.g., email, web) format in order to make inferences about a population.

Exceptions to Policy:

This policy does not apply to:

- a) individual faculty research (such as in-class assignment);
- b) surveys that involve small, specific sampling (such as faculty senate surveys);
- c) faculty-supervised surveys that are part of assigned student work for a course;
- d) evaluation of an event by participants;
- e) feedback from clients at the point of service;
- f) teaching evaluation forms; or
- g) surveys for administrative purposes.

Approved: Board of Trustees
March 31, 2016