Office of Institutional Research and Institutional Effectiveness (OIRIE)

Guide for Administering Survey Instruments
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COLLEGE

Use of Survey Instruments

Campus Wide Survey Instruments
Routine surveys of the E&H community provide the College with essential feedback on the educational, academic and/or work experiences of our students, faculty, staff, alumni, and parents and the results are carefully considered by our faculty, senior officers and the board of trustees.

OIRIE provides institution-wide survey coordination of surveys of students, faculty, staff, and alumni. The data from these surveys offer analytical support for various planning and assessment activities on campus. A list of the current external and internal instruments used by E&H can be found in Appendices A and B. Proposals for campus wide surveys targeting the members of the E&H community (students, faculty, staff, and alumni) should be sent to Kevork Horissian, Coordinator of Institutional Research for review, schedule coordination, and approval. Surveys, targeting information about specific academic departments do not need the approval of the OIRIE.

Surveys must also be approved by the office of the appropriate vice president of the relevant E&H population prior to administration. Contacts for the various areas are listed below:
Undergraduate students: VP of Academic Affairs and/or VP of Student Life
Graduate Students: VP of Academic Affairs
Alumni: Vice President for Institutional Advancement

The data from all campus wide surveys should be centrally stored at the OIRIE, regardless of which office administers the actual survey instrument.

If surveys involve human subject participation, the researcher must check with and, if appropriate, obtain approval of the institutional review board (IRB). With questions about IRB contact directly Dr. Kim Reed.

Internal Surveys
The OIRIE has purchases and offers an online-survey service to E&H faculty and staff through online software. This service allows for the creation, distribution, tracking, and summary of online surveys. It has the capability to build surveys with several question types (including one choice, multiple choice, yes/no, rating scales, and open ended). The survey links are then emailed to targeted groups or placed on a website for completion online. All data is automatically and conveniently stored in spreadsheet format. The OITIE can create and maintain your online surveys for you. The launch and the administration of the surveys would be a responsibility of each department and unit. Listed below are specific criteria we require for the creation and administration of your surveys.

Due to resource limitations, OIRIE is not able to offer this service to student groups. OIRIE does not create or administer academic examinations (i.e. classroom tests, quizzes). However, the Coordinator of Institutional Research and Institutional Effectiveness is always available to provide consultation on creating a valid survey instrument. Consultation services are open to anyone on campus.

Time Frame:

- A minimum of two weeks is required before the survey's start date to create and run a trial of the survey.
- The appropriate faculty and staff member will need to submit all questions for the survey.
- I recommend that surveys be active for two weeks.
- Raw data and simple frequencies and open-ended responses will be sent to the participating area within two weeks after the closing date.

Survey Administration and Reports

OIRIE is responsible for administering surveys associated with E&H's participation in consortia and data exchanges. Target E&H populations for these surveys may include students, faculty, staff, alumni and parents. In some cases departments on campus may administer the surveys in coordination with the OIRIE.

Budget

The costs of the SSI and CIRP are included in the Student Affairs budget. The cost of NSSE is included in the Academic Affairs budget. All other surveys are included in the OIRIE budget.

Appendix A: List of Currently Used Survey Instruments

			Administered	Administered by	Application Deadline
CLA - Cross Sectional Study	Included in Institutional Sampling	Actual Number of Students Assessed	Every year	Director of Gen. Ed. and Coordinator of IR	August
Freshmen Students - Fall	100 students	100			
Seniors - Spring	100 students	100			
Total Price Cross Sectional Study		**$6,500**			

		Administered	Administered by	Application Deadline
CIRP freshmen		Fall every year	VP of Student Affairs and Coordinator of IR	March
Participation fee	$675			
$2 per respondent	$600			
Total CIRP freshmen	**$1,275**			

		Administered	Administered by	Application Deadline
SSI		Spring every even year	VP of Student Affairs and Coordinator of IR	February
Total SSI	**$1,400**			

		Administered	Administered by	Application Deadline
Institutional Priorities Survey		Spring every even year	VP of Academic Affairs and Coordinator of IR	March
Total Institutional Priorities Survey	**$1,000**			

		Administered	Administered by	Application Deadline
NSSE		Spring every odd year	VP of Academic Affairs and Coordinator of IR	Mid September
Participation fee	$300			
First year and Seniors (less than 4,000)	$3,375			
Total NSSE	**$3,675**			

		Administered	Administered by
Senior Survey		Spring every year	Coordinator of IR
Prizes	**$300**		
Total Senior Survey	**$300**		

		Administered	Administered by
Applicant Survey	**$200**	Spring every year	VP of Enrollment and Coordinator of IR

		Administered	Administered by
Non-matriculates survey	**$500**	Spring every year	VP of Enrollment and Coordinator of IR

		Administered	Administered by
Prospects survey	**$200**	Spring every year	VP of Enrollment and Coordinator of IR

		Administered	Administered by
Faculty and Staff Survey	**$0**	Spring every odd year	VP of Academic Affairs HR Manager and Coordinator of IR

Other External Instruments

FSSE	$800
Faculty (less than 100)	
Total FSSE	**$800**

BCSSE	
Participation fee	$300
$3 per respondent (web)	$900
Total BCSSE	**$1,200**

CIRP seniors (20 additional questions)	
Participation fee	$675
$2.5 per respondent	$500
Total CIRP seniors	**$1,175**

YFCY (Your First College Year)	
Participation fee	$675
$2.5 per respondent	$750
Total YFCY freshmen	**$1,425**

HERI faculty survey	
Participation fee	**$675**
$2.0 per respondent	**$200**
Integrated additional questions (up to 20)	**$300**
Total HERI	**$875**

ACT Alumni Survey	
Surveys 1000	$730
300 surveys scanning fee	$315
Reporting and Processing	$440
Total ACT Alumni	**$1,485**