

Revision Responsibility: Director of Institutional Effectiveness and Planning  
Responsible Executive Officer: President

Source/Reference:

## **PURPOSE**

To establish responsibility for the oversight and coordination of surveys conducted under the auspices of the College.

## **POLICY**

- I. Responsibility for ensuring that any survey conducted through the College is consistent with the purposes and mission of the College rests with the vice president/president for the area initiating the survey. It is further the responsibility of the vice president/president to assure that the request is compatible with the demands and responsibilities of the office of institutional research.
- II. Unless otherwise directed by the president, responsibility for oversight of the design, coordination and administration of the survey rests with the director of institutional research.
- III. Recommendation and rationale for initiating or deleting a college effectiveness survey is to be forwarded to the Cabinet by the director of institutional effectiveness and planning.
- IV. Responsibility for the decision to participate in externally initiated surveys that require institutional information or information from multiple departments rests with the president and/or the vice president receiving the request for participation.
- V. Responsibility for the decision to participate in externally initiated surveys requiring information from a single department rests with the department head.

## **PROCEDURES**

### **I. Internally Initiated Surveys**

- A. Any member of the faculty or staff may initiate a request for a survey by completing Section I of the Survey Request form (Appendix A) and submitting it to the appropriate vice president.
- B. Upon approval by the appropriate vice president, the initiator will submit to the director of institutional research the survey request form and, if available, a draft copy of the survey instrument.

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- C. The director of institutional research will review the information provided and work with the survey initiator as needed to ensure the survey design and instruments follow the best practices/conventions for such activities and are in compliance with all applicable local, state, and federal regulations.
  - D. Prior to administering the survey, the appropriate vice president or the president must approve the final survey design and instrument.
  - E. The office of institutional research will provide assistance with analysis of the results as appropriate and will maintain a record of all surveys conducted and their final results.
  - F. The office or individual requesting the survey will be responsible for any costs associated with the survey.

## **II. Externally Initiated Surveys**

- A. Surveys requiring institutional information or information from multiple departments will be assigned to the director of institutional research for completion and/or coordination of completion.
- B. Institutional information such as enrollment, attrition rates, etc. included on department surveys will be obtained from the office of institutional research in order to ensure accuracy and consistency in the reporting of such information.
- C. Externally initiated surveys related to research studies by graduate students will only be administered once the IRB process has been completed and approval given.

*February 8, 1989; Revised: May 11, 2001 (policy revised and new policy format); December 23, 2011 (new policy format, updated titles and procedures); August 22, 2016 (added II.C to procedures and met accessibility standards)*