

SURVEY ADMINISTRATION

SECTION ONE: REGULATION STATEMENT

- 1.01** The Office of Institutional Effectiveness will review and approve all surveys of College students, employees, or alumni, except surveys identified as exempt.
- 1.02** The purpose of the regulation is to:
- Ensure integrity of survey design, administration, analysis, and communication;
 - Ensure best practices in survey use to benefit the College, survey users, and respondents;
 - Minimize duplication of effort;
 - Decrease competition for respondents;
 - Minimize survey fatigue of respondents; and
 - Ensure the quality of data collected.

SECTION TWO: SURVEY EXEMPTIONS

- 2.01** The following surveys are exempt from the regulation:
- Course evaluation conducted by the College,
 - Employee evaluations conducted by the College,
 - Surveys by instructors as part of their instruction of students currently enrolled in their class(es),
 - Surveys or questionnaires used for meeting scheduling and other administrative tasks
 - Evaluation forms completed by attendees of workshops or events and
 - Customer-service-focused surveys, which are automatically generated from a visit or service interaction such as IT helpdesk tickets or advising visits.

SECTION THREE: PROCEDURES

- 3.01** Individuals interested in conducting a survey requiring approval are required to submit a request form, which is provided by the Office of Institutional Effectiveness.

The Executive Director of Institutional Effectiveness is responsible for reviewing and updating this regulation. Policy reviews are made in accordance with the Office of Institutional Effectiveness Policy Tracking document.

Document History:
Adopted: 1/2023
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