

SUBJECT: SURVEY ADMINISTRATION

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### GENERAL POLICY

Surveys, evaluations, telephone polls, point-of-contact surveys, focus group designs, questionnaires, etc. must be submitted to the chair of the Institutional Effectiveness Committee prior to administration. The chair will exercise discretion in deciding which surveys need to be reviewed by the committee, except that all surveys being administered off campus will be reviewed. This policy applies to newly constructed surveys, surveys which have been administered in the past but have never been reviewed by the committee, and revisions to existing approved surveys.

### PROCESS FOR SUBMITTING SURVEYS FOR REVIEW

1. Submit six copies of the typed survey to the Director of Institutional Research and Effectiveness, who serves as Chair of the Committee on Institutional Effectiveness. If revision to an existing survey is proposed, the revisions should be neatly marked. Include any cover letters or instructions you intend to use with the survey.
2. Along with the survey items, include a description of the target population, proposed sample size, and how you intend to choose your sample.
3. All surveys should be submitted at least four weeks prior to the desired administration date.
4. The person submitting the survey will be invited to attend the meeting at which the survey will be discussed unless the survey is of such a simple nature that no questions are anticipated.
5. Following the meeting, Institutional Research and Effectiveness will either prepare the document as a scannable survey (with any changes made at the meeting) or will return the survey (for non-scannable surveys), with changes marked, to the unit for final revision.
6. Results from the survey along with a copy of the final version of the survey should be sent to Institutional Research and Effectiveness for inclusion in their Report Catalog.

### LIMITATIONS ON SCANNABLE SURVEYS

1. Surveys generally will not be designed with the Scantron Pulse Survey software if less than 50 surveys are to be administered in one survey period and the surveys do not involve institution-wide data or data for longitudinal studies.
2. Surveys created in scannable form cannot be scanned if they arrive folded, restapled, xeroxed, etc. In these cases, the unit conducting the survey will be responsible for manually compiling the survey results.

The Scantron Pulse Survey software is not a sophisticated word processing software. Formatting options are very limited. Therefore, although Institutional Research and Effectiveness will work with the unit to produce a satisfactory survey, final survey design may be different from what is requested.