SURVEY COORDINATION POLICY
IVY TECH COMMUNITY COLLEGE

There are 3 primary groupings of survey research being conducted at Ivy Tech:

Types of Survey Research	Governing Policy
Scholarly Research (i.e. includes theses, dissertations, publications, etc. conducted <u>outside of College instructional or administrative purposes</u>) Requires approval by Ivy Tech's Human Subject's Research Board of any research involving human subjects outside that done for college instructional or administrative purposes. This applies to surveys or other data access and analysis.	Covered by the existing Operations Policy Procedure 7.12. The full text of this policy is available at: http://infonet/academic_affairs/appm/index.html
Survey research conducted for College administrative purposes	To be covered by the proposed Survey Coordination Policy • Excepted will be Chancellor sponsored campus climate surveys limited to a single region. Consultation with OIR on any such survey design and advance sharing of survey dates to minimize potential conflicts is encouraged
Survey research or analysis conducted as part of instructional activities or to evaluate events by attendees. For example: • Surveys conducted by faculty among their own students as a part of their course content, teaching practices. • <u>Routine</u> surveys by faculty of other faculty members within their own department or division. (i.e. a survey on professional development activities, interests) • <u>Routine</u> surveys of event attendees to capture their evaluation of various aspects of the event.	Conducted at the discretion of regional administration, faculty and/or staff.

SURVEY COORDINATION POLICY

The Office of Institutional Research (OIR) will serve as a coordinating body for a variety of surveys of current and former students, faculty, or staff.   The goals of this policy are:

- To ensure that data collected is valid and reliable and is used appropriately for informed decision-making;

    o Strengthening survey designs and analyses through communication, etc.

    o Creating a database of surveys for sharing of best practices, learning

    o Better integrating the approach across regions (i.e. same functional areas across the state using the same, or very similar, surveys.)

    o Minimizing the risk of creating a negative impression among external constituents

- T minimize individual respondent's burden for responding to surveys by…:

    o Identifying when data already exists, avoiding duplication of efforts, consolidating surveys when possible, re-using/adapting prior successful surveys.

    o Reviewing sample designs to avoid overuse of available populations of students, faculty, etc.

    o Honoring respondent requests to be on "no call/contact" lists

    o Avoiding surveys competing in terms of sample or timing, etc.

- To minimize the risk of gathering and mishandling sensitive information

    o Provides an opportunity to communicate expectations, policies and laws about data gathering as well as retention and disposal of data.

- To respect the academic freedom of faculty and students conducting scholarly research.

    o It will assure that surveys needing Human Subjects Review Board Approval are properly reviewed.

    o This policy is in addition to, not a substitute or replacement for, the Research on Human Subjects Policy (APPMA 1.72)

Procedures for Evaluation/General Purpose Surveys

1. Any administrative office, committee or staff member, faculty, or student organization wishing to survey current or former students, faculty, or staff must submit an Evaluation/ General Survey Request to the OIR 2-4 weeks before the proposed survey is scheduled to commence.   (Requests for speedier turnaround will be honored if the need is urgent.)

2. After reviewing the request and, if necessary, consulting with the party requesting the survey, the OIR will recommend proceeding or not proceeding with the requested survey.

    *   The request be allowed if the information being sought already exists, or if the survey places an undue burden on the individuals being surveyed, makes poor use of resources, or is anticipated to have a significant, negative impact on future response rates. Changes that would make the research acceptable will be recommended, if possible.

    *   The request will be disallowed if the survey is judged to be out of compliance with Ivy Tech policies or other relevant state and federal laws.

3. If the survey request is affirmed, the requestor will be responsible for executing and analyzing the survey. However, OIR can provide the following support:

    *   Help identify an appropriate sample of the targeted population.

    *   Consult on the proposed questionnaire to help reduce bias (OIR time permitting).

    *   Provide access to Ivy Tech's web-based software for creating the survey instrument so that the …

        o   Survey can be sent to the sample electronically.

        o   Responses can be collected electronically.

        o   When needed to maintain respondent anonymity, OIR can provide the survey results to the party requesting the survey with identifying data or other sensitive information removed.

4. Survey instruments/related materials and results must be shared with the OIR.