

Institutional Research and Effectiveness Policy on Research and Survey Use #6018.1

Purpose:

The purpose of this policy is to provide a coordinated approach to surveying prospective students, current students, alumni, faculty, staff, employers, community members, and other stakeholders in order to:

- Ensure that survey design, administration, analysis, and reporting are methodologically sound.
- Ensure that surveys conducted on behalf of the college adhere to consistent standards of quality and ethics.
- Minimize collection of duplicate data and “survey fatigue” by combining data collection needs whenever possible and appropriate, and managing the number and timing of multiple surveys to the same group of respondents.
- Ensure appropriate distribution and use of survey results.
- Maintain a thorough and accessible record of survey tools and results.

Applicability:

This policy applies to all surveys conducted by or on behalf of SIC, its employees, offices, services, departments, divisions, and programs.

The following forms of data collection are EXEMPT from this policy:

- Student evaluation of individual courses and instruction.
- Surveys conducted by faculty as part of the instruction with students currently enrolled in their class or classes.
- Systems for electing students, faculty, or staff to leadership position with the college committees, clubs or organizations.
- Feedback instruments used in the evaluations of employee performance.

Policy Statement:

All surveys, including but not limited to paper, oral, electronic, focus group, or interview, must be reviewed and approved by the Office of Institutional Research and Effectiveness prior to being implemented or administered. A copy of all surveys, datasets and associated reports that are generated by the surveyor(s) will be provided to the Office of Institutional Research and Effectiveness for retention and archival purposes.

Responsibilities and Procedures:

The Office of Institutional Research and Effectiveness will:

- Create all request forms including an Internal Review Board (IRB) to handle requests for human subjects.
- Review all (internal and external) requests for surveys intended to be conducted for the purpose of research or data-gathering.
- Maintain an archive all of surveys and datasets.

Individuals requesting to conduct a survey or research study will:

- Complete the appropriate request form(s) as created by the Office of Institutional Research and Effectiveness including IRB if required.
- Provide to the Office of Institutional Research and Effectiveness a copy of all research instruments, associated reports and datasets relating to the study.