SECTION: 4.0 Administrative

SUBJECT: Campus Surveys

Background: With a growing number of requests to access our LCSC community for survey purposes, including prospective students, current students, alumni, faculty, staff, and administrators, it is necessary to establish a formal system whereby such endeavors are considered within the context of institutional initiatives and authorized by senior administration.

Point of Contact: The Office of Institutional Research and Effectiveness.

Other LCSC offices directly involved with the implementation of this policy, or significantly affected by the policy: All people collecting data in which questions are presented to the LCSC community.

Date of approval by LCSC authority: September 20, 2019

Date of State Board Approval: N/A

Date of Most Recent Review: 09/2019

Summary of Major Changes incorporated in this revision to the policy: Instead of three forms of authorization, there are now two forms of authorization. The following sections have also been added: Priority and Timing, Sanctions for Policy Violations, Data after LCSC Community Member's Departure, Assistance with Project Development, Administration, and Reporting.

PURPOSE: The purpose of this policy is to establish a formal system for those who are interested in gathering information from the LCSC community. This policy will serve as a means of reducing survey fatigue on the part of the campus community respondents and will help minimize the collection of duplicate data.

1. POLICY:

Two (2) forms of authorization must take place at least two (2) business days before data collection may occur using the LCSC community (prospective students, current students, alumni, faculty, staff, and administrators) as respondents. For projects reviewed by the college's Institutional Review Board (IRB), the Office of Institutional Research and Effectiveness will accept the IRB protocol in place of the following authorization processes.

    A. Authorization must be obtained by the Office of Institutional Research and Effectiveness regardless of the method used (e.g., paper and pencil, phone, electronic format, etc.). Each proposed project must be submitted through the LCSC Qualtrics and Surveys webpage. Copies of questionnaires may be requested, but are not required for submission.

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B. Additional authorization must be obtained depending upon the proposed subjects. An email sent to the appropriate contact explaining the purpose of the survey, who the survey will be sent to, and the proposed administration schedule, including the date the survey will be open and the date the survey will be closed, constitutes authorization.

   1. Data collection wherein **faculty** are the proposed subjects must be authorized by the Provost/Vice President for Academic Affairs.

   2. Data collection wherein **staff** are the proposed subjects must be authorized by the Vice President for Finance and Administration.

   3. Data collection wherein **students** (including prospective students, current students, and past students who are not alumni) are the proposed subjects must be authorized by the Vice President for Student Affairs.

   4. Data collection wherein **alumni** are the proposed subjects must be authorized by the Director of College Advancement.

C. Once the two (2) forms of authorization are obtained, the data collector is obligated to use these data responsibly. Data collection must be in accordance with the Appropriate Use Policy for Technology, as well as federal, state, local and other applicable law, LCSC rules and policies, and applicable contracts and licenses.

D. Priority and Timing:
   The Office of Institutional Research and Effectiveness will review the project materials in accordance with the following set of priorities.

   1. Projects that are mandated by federal, state, or accrediting agencies, and those that support a particular aspect of the Institutional Strategic Plan.

   2. Projects that seek new information, not already available through another data collection form or source.

   3. Projects where timing does not overlap or compete with other projects deemed to be of greater importance.

      a. Where timing does overlap with other projects deemed to be of greater importance, the Office of Institutional Research and Effectiveness will coordinate with the data collector to identify the best time to administer their project to maximize survey responses and reduce survey fatigue.

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> b. Table 1 below outlines the timing of ongoing, campus-wide surveys and research administered by the Office of Institutional Research and Effectiveness, which have high priority status. It is recommended that requested surveys or research utilizing similar populations of respondents administer at different times than outlined below.

Table 1, Campus-wide surveys and research administered by the Office of Institutional Research and Effectiveness

Title	Who is Surveyed	Open Date	Close Date	Type
All Student Survey	All students	Mid-October	Mid-December	Reoccurs annually
Campus Climate on Sexual Misconduct Survey	All students	Beginning of March	Beginning of May	Reoccurs biennially
Faculty/Staff Campus Climate Survey	All faculty and staff	Beginning of March	Beginning of May	TBD

E. **Sanctions for Policy Violations**
   Failure to adhere to the policy will result in a written notification to the data collector and the Vice President who is responsible for the data collector's unit or department.

F. **Data after LCSC Community Member's Departure**
   It is the responsibility of the employee, student, or their direct supervisor to contact the Office of Institutional Research and Effectiveness to request a transfer of relevant Qualtrics content to another institutional account in the event of a departure. Qualtrics is LCSC's supported survey software tool for collecting data, therefore, Qualtrics is the only software program in which this transfer of projects is possible. Qualtrics accounts in which the person is no longer affiliated with the college will be deleted, so a request to transfer relevant content must occur before or at the time of a departure.

G. **Assistance with Project Development, Administration, and Reporting**
   The Office of Institutional Research and Effectiveness is available to assist and advise with the development, administration, and analysis of data when collected on Qualtrics only as time permits. Projects in which this assistance applies include data collection by academic departments, committees, and administrative units. See Getting Started: Qualtrics for New LCSC Users for instructions on the basic usage of Qualtrics.

H. **What this Policy Does NOT Include: The approval process described above does NOT include** the provision of email lists to data collectors from college officials. The provision of email lists is a separate request process. You may submit these separate requests through the following email: instres@lcsc.edu. The length of time it will take to fulfill these requests depends on its priority and the number of other requests in the queue

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for the Office of Institutional Research and Effectiveness. You may request an estimate of when your request will be processed and fulfilled at the time of your request.