

BIRMINGHAM-SOUTHERN COLLEGE

POLICY ON SURVEYS

As Part Of

INSTITUTIONAL RESEARCH AND ASSESSMENT COORDINATION

OVERVIEW

In an effort to improve its services, Birmingham-Southern College (“College”) collects information from various constituencies through survey documents. The College endeavors to maximize its institutional research and assessment efforts by setting priorities for data collection, avoiding redundancy, and ensuring that constituents from whom data are solicited are not inundated with information requests.

Responsible Office and Official: This policy establishes the Office of the **Vice President for Institutional Effectiveness and Assessment** as the unit responsible for coordinating the College’s survey efforts by reviewing and approving all survey requests prior to distribution.

Contact: Dr. Noreen Gaubatz: ngaubatz@bsc.edu; extension 4671

Applicability: This policy applies to all **research and data collection** where such research is conducted on a student population beyond one faculty member’s classroom or within a discreet unit (e.g., Harrison Honors Program, Bunting Center, academic majors and minors) or the employees within the units reporting to one vice president or the provost. This policy does not apply to surveys required to accomplish publication of academic knowledge conducted by members of the faculty.

Effective Date: October 1, 2012

INTRODUCTION/BACKGROUND

The need for this policy arises from the awareness that the number of survey documents distributed to various constituents of the College is growing and has the capacity to increase further during the data-focused activity of the strategic planning process. The potential for multiple offices requesting similar information from the same constituency may increase and underscores the need for both a calendar for planned and recurring surveys and a clearinghouse through which such information requests are reviewed and approved.

PURPOSE

The purpose of this policy is to optimize:

- The quality and timing of research conducted;
- The participation of our constituents in data collection efforts;
- The use of resources by combining, when appropriate, the research needs of individual units and the institution to avoid redundancy.

APPLICABLE REGULATIONS

This policy does not replace the need for Institutional Review Board (IRB) approval to conduct certain research and assessment projects.

POLICY STATEMENT

In order to maximize the College's research and assessment efforts, all institutional research and assessment efforts* that collect student, alumni, donor, faculty and/or staff feedback will be coordinated through the Office for Institutional Effectiveness and Assessment.

This policy does not include individual faculty research required for publication of academic work, course embedded assessments, or student ratings of courses (i.e., course evaluations).

DETAILS

The Office of Institutional Effectiveness and Assessment (OIEA) will maintain a calendar of assessment efforts reflecting both current and long-term survey assessment efforts. Each survey request must be submitted to the OIEA for review and approval prior to formalization of the survey document. The OIEA will maintain detailed instructions related to the review and approval process, and those will be posted on a link to this policy.

Survey Coordination Form

This form is to be completed for all studies designed to collect student, faculty, staff, alumni, donor, and/or parent feedback by survey.

Survey Title: _____

Contact Information:

Name: _____

Department/Unit: _____

Campus address: _____

Campus phone: _____

Email: _____

Other Department(s)/Unit(s) involved in this study: _____

Is this a grant sponsored project? Yes No

If yes, Grant title: _____

Agency/Sponsor: _____

1. Purpose and importance of the study:

2. Target population for data collection:

Students Alumni Other (specify: _____)

Faculty Parents

Staff Donors

Additional criteria for target population (e.g., gender, academic class, graduating class):

3. Proposed timeframe:

4. Intended methodology (select all that apply):

- Online survey Student records analysis
- Paper survey Document analysis
- Focus group Other (specify: _____)
- Interview

5. Means by which participants will be selected:

- Random sampling Entire population
- Convenience sampling Unsure
- Stratified random sampling

Sample size:

Rationale for sampling choice:

6. This study is expected to be a:

- One-time project
- Recurring project (how often: _____)

7. Have you submitted a proposal to the Institutional Review Board?

- Yes No, not required
- No, not yet Not sure if required

If yes, have you received IRB approval at this time?

- Yes No

8. Has this study been conducted previously?

- Yes No

If yes:

Date of the previous study:

Rationale for repeating the study:

Explain how the previously collected data were used:

9. Describe any incentives that will be offered to participants (if applicable):

10. Describe how the results of this study will be used:

SUBMIT FORM TO:

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