

## **Office of Institutional Research and Reporting**

### **Survey Guidelines**

#### ***Overview***

A survey is defined as a gathering of information through questionnaires and interviews to make inferences about a population. All surveys intended for distribution to any members or prospective members of Luna Community College must be approved by the OIRR Director using the procedures described herein. This is to ensure quality and timing of surveys, maximize benefit from survey results, and ensure objectivity in analyzing and reporting the results.

These guidelines apply to any broad sampling or census of a population that are directly related to the internal operations of LCC. A survey may be addressed to any part of the LCC community.

Examples of surveys covered are listed, but not limited to:

- Surveys that address applicants, current and former students, faculty, staff, board members, and alumni
- Surveys that are aimed at a broad subset of the population (e.g. first-year students, dual credit students)
- Surveys covering a variety of topics (e.g. use and satisfaction with various college services)

Surveys of a small scale and/or focused intent do not have to get clearance from the OIRR department.

Such surveys may include:

- part of assigned coursework
- evaluation of an event by participants
- teaching evaluation forms

#### ***Purpose***

These guidelines have been developed in an effort to:

- ensure the use of efficient survey methodology and design
- prevent survey fatigue by limiting the number and timing of surveys
- avoid duplication of data
- maximize response rates
- encourage sharing of results
- ensure information provided by respondents remains confidential
- ensure the projects in which students, faculty and staff participate are consistent with the college's mission and priorities

#### ***Approval Process***

All researchers should email and schedule an appointment with the OIRR Director:

1. Include the department name, approval memo from your supervisor, and give a reason as to why you wish to collect this information.
2. Attach a copy of the survey questions you intend to collect information on.
3. Attach a list or description of the student population that you are targeting and how you will administer the survey.
4. Once approved you will be given the username and password to SurveyMonkey.