

DIN: 1015-1-01
Policy Name: Survey Administration

Policy

Northwest Technical College values the input and feedback of its constituents. To obtain such information, the College will periodically administer surveys which will be created and administered in accordance with established process and using good practice.

Purpose

To ensure that surveys administered by the college have been reviewed for adherence to good practice and to monitor administration to ensure that all surveys administered by the college are necessary and appropriate and that the surveyors are committed to using the results.

Responsibility

The table below describes responsibilities for this policy:

Group/Individual	Responsibility
Any individual in the college who has identified a need for a survey	To follow approved Survey Approval Process (1015-2-01) and Survey Development Procedure (1015-3-01) in the creation of the survey, to clearly identify the purpose and target population, to utilize good practice in the creating of the survey, to secure input on the actual survey questions from the individuals/groups who will be using the results, and to secure necessary approvals.
Supervisors of surveyor and of or targeted population	To review and approve surveys, their administrative processes, and to approve costs of administration. To assure that survey is statistically valid and that the results are appropriately used.
Asst Director of Research & Institutional Effectiveness	To monitor the survey process to ensure that policy is being carried out; to monitor the incidence of survey administration to any given target population and to assure that surveys are not unnecessarily duplicative; to provide assistance with survey development and to provide quality assurance; to oversee the administration of surveys, as needed, including e-surveys.

Supporting References

Listed below are document(s) that support this policy:

- Survey Approval Process (DIN 1015-2-01)
- Survey Development Procedures (DIN 1015-3-01)

<u>The most current documentation is electronic; therefore, please discard printed copy after 24 hours. This does not apply to completed forms which are records.</u>		Print Date:
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Title: Survey Administration		Implementation Date: 1-8-04
Approved: President Quistgaard	Date: 1-8-04	Check here if this policy is to be included in campus handbook: <input type="checkbox"/>