

DIN: 1015-2-02
Name of Process: Survey Approval Process

Purpose

To ensure that surveys that are administered through Northwest Technical College adhere to good practice and have been reviewed for quality assurance, and to monitor the administration of surveys to any given target population to assure that the college does not survey groups unnecessarily or for unknown or unacceptable purposes.

Scope

This process applies to any individual and/or group wishing to administer a survey under the auspices of Northwest Technical College. Classroom surveys of students enrolled in a course given by an instructor for purposes of improving instruction are exempt for this process, although instructors are expected to create surveys that conform to the characteristics outlined in Guidelines for Surveys (DIN 1085-3-01a) and/ or other accepted good practice.

Definitions

The following is a list of key definitions:

Term/Phrase	Definition
Survey	Any written or oral series of questions or statements designed to elicit responses from a targeted population.
Esurveys	Online surveys

Process

The table below describes responsibilities for this process:

Stage	Who	Description
1	Individual or group	Identifies need for survey, purpose, target population, and who will use results; creates survey in accordance with <u>Survey Development Procedure (1015-3-01)</u> , which spells out how to write the actual survey and who should be included in the development process, and <u>Guidelines for Surveys (1015-3-01a)</u> . Submits survey along with completed Request for Survey form (1085-4-01) to appropriate supervisor.
2	Supervisor of survey requestor/or target population	Reviews survey and <u>Request for Survey form (DIN 1015-4-01)</u> . If approved, signs form and submits to Director of Institutional Effectiveness.
3	Director of Institutional Effectiveness	Reviews survey for quality assurance; if changes are needed, contacts the listed contact person. Once survey is ready to administer, the Director of Institutional Effectiveness adds the survey to the <u>Survey Log (DIN1015-4-02)</u> and oversees the administration of the survey.

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4	Survey Administrator	Survey administrator administers survey, receives responses, analyzes and reports on results as indicated in the Survey Request Form. If the survey administrator is NOT the Director of Institutional Effectiveness, the survey administrator notifies the Director of IE of the completion of the survey and the submission of the report.
5	Director of Institutional Effectiveness	Updates Survey Log with regard to the survey and notifies the survey originator of the disposition of the survey report if the report itself was not sent to the originator.

Supporting references

Listed below are documents that support this process:

- Survey Development Procedure (DIN 1015-3-01)
- Request for Survey form (DIN 1015-4-01)
- Survey Log (DIN 1015-4-02)

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