



**SUBJECT:** Governance and Organization

**POLICY:** 110.1 Surveys

**RELATED PROCEDURE:** 110.1.1

**EFFECTIVE:** November 2011 **REVISED:**

**REVIEWED:** June 2016

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### **Introduction and Purpose**

For the purpose of this policy, a survey is defined as a gathering of information through questionnaires, interviews, etc. to make inferences about a population. The Research Analyst Office will serve as the survey clearinghouse of Great Falls College MSU (GFC MSU).

### **Policy**

All surveys intended for distribution to any members of the GFC MSU community (e.g. applicants, students, faculty, staff, and alumni) must be approved by the research analyst using the procedures described herein. Approval by the research analyst is not required for (a) faculty-supervised survey research that contributes toward students' academic progress, (b) evaluation of an event by participants, (c) feedback from clients at the point of service, (d) course evaluation forms, or (e) forms used to collect information for administrative purposes (e.g. scheduling).

Approval by the research analyst to administer a survey is not a substitute for a review by the Montana State University Institutional Review Board (MSU-IRB). If a survey research project is subject to review by the MSU-IRB, approval is required before it can be administered within the college. In addition to the survey research exempted from the research analyst approval, review by the MSU-IRB is generally not required for survey research conducted to evaluate or compare programs, practices, curricula, methods, or outcomes for use solely by the institution.

Surveys may be administered using paper and pencil, phone, or electronic format. Regardless of the method used, all surveys must be approved by the research analyst before the survey can be administered except those specifically exempted by this policy.

Acceptance of authorization to administer a survey establishes an obligation on the part of the researcher to use these data responsibly, including not distributing these data to others in or outside the college, unless the researcher is an authoritative source for and an authorized distributor of the data and the recipient is authorized to receive the data. In addition, a person who receives email or traditional mail addresses of individuals in schools or office will be responsible for that information.