

SUBJECT: Governance and Organization

POLICY: 110.1 Surveys

RELATED PROCEDURE: 110.1.1

EFFECTIVE: November 2011 **REVISED:** August 2023

REVIEWED:

Introduction and Purpose

The purpose of this policy is to provide a coordinated approach to administering surveys to any member of the Great Falls College community to:

- 1) Avoid the collection of duplicate data.
- 2) Manage the number and timing of multiple surveys to the same group of respondents.
- 3) Achieve meaningful response rates.
- 4) Ensure the appropriate distribution and use of survey results.
- 5) Protect the confidentiality of respondents.
- 6) Maintain a thorough record of surveys, including the survey instruments and methods.

The Office of Institutional Research and Effectiveness will serve as the survey clearinghouse of Great Falls College.

Policy

This policy applies to all surveys intended for distribution to any member of the Great Falls College community. Any survey that does not meet an exemption outlined below must obtain approval from the Office of Institutional Research and Effectiveness.

Surveys exempted from requiring Office of Institutional Research and Effectiveness approval:

- 1) Evaluation of an event by participants.
- 2) Feedback from customers at the point of service.
- 3) Polls that involve voting.
- 4) Administrative forms (e.g., course drop cards, course withdrawal forms).
- 5) Course evaluations.
- 6) Academic evaluative surveys conducted by instructors or clinical preceptors.
- 7) Feedback from stakeholders to improve a program.
- 8) Faculty-supervised survey research that contributes toward student's academic progress.

Approval from the Office of Institutional Research and Effectiveness to administer a survey is not a substitute for a review by an Institutional Review Board (IRB). If a survey research project is subject to IRB review, IRB review or exemption is required before administering the survey at Great Falls College.

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 survey population will be responsible for that information and must ensure it is stored securely and inaccessible to any unauthorized user.

Definitions

The Great Falls College community is defined as any internal or external stakeholders, including, but not limited to, prospective students, applicants, current students, alumni, former students, employees, advisory board members, etc. A survey is defined as a means of data collection in which questions are presented to respondents through paper, electronic (e.g., email or website), or oral (e.g., telephone, interview, or focus group) format.