Central Arizona College Survey Procedure

Purpose

Central Arizona College often uses surveys as a tool to improve programs and services and to solicit feedback from various stakeholder groups and constituencies. Institutional Research (IR) defines surveys as a means of data collection involving questions being presented to respondents in oral, paper, or electronic format for the purpose of evaluating CAC programs, functions, or services. Respondents include and are not limited to prospective and current students, parents, alumni, faculty, staff, administrators, employers, and other community members.

Procedure

Institutional Research (IR) has a procedure to ensure:
- Surveys are methodologically sound and of good quality.
- Minimize "survey fatigue" (i.e. the same individuals being surveyed multiple times).
- Eliminate the collection of duplicate data.
- The appropriate distribution and use of survey results.
- To maintain a thorough and accessible record of survey tools and findings.

The following steps should be taken when you are planning to administer a survey. Please note that the first two steps must be completed at **least six weeks** prior to when you plan to administer the survey.

1. Contact the chair of CAC's Institutional Review Board (IRB), to find out whether your survey needs approval.
2. Complete the Survey Proposal Form and submit it to IR.
3. Wait to hear whether your survey proposal has been approved. Approval will take up to five business days.
4. Work with the IR Office to set up the research protocol (survey design, sampling, logistics, analyses, etc.)
5. Administer your survey, analyze the results, and write up your report.
6. When you have obtained the survey results, please complete the Survey Completion Form to IR.

Please note the following:
- Do not conduct surveys without IR approval.
- If you plan to administer your survey electronically, an IR staff member can help you with our web-based survey software, Survey Monkey.
- IR will not assist with data analyses if the survey has not been approved.
- Students who wish to conduct survey research must be sponsored by a faculty or staff member.
- IR will review the survey application using these guidelines and provide a response to you within **five business days** of the date your proposal was received.

Exemptions

The following types of surveys are exempt from the procedure:
- Surveys conducted by a department or unit to obtain immediate feedback on service provided.
- Feedback surveys for an event or a service gathered at the point of delivery.
- In-class surveys conducted by faculty as a part of instruction.

- Surveys for electing students, faculty or staff to leadership positions, committees or organizations within CAC.
- Surveys to provide data for a thesis, dissertation, paper, a blog or webpage (such surveys must be approved by the IRB).

IRB approval is required if the findings from the survey are to be used for any purposes other than data collection about campus programs, practices, curricula, or outcomes for use solely by the college. Students and faculty using surveys to conduct academic research should contact the IRB. The following table can serve as a guideline as to the type of approval required for your survey.

SURVEY APPROVAL GUIDELINES		
Survey Focus	IRB Approval Required?	IR Approval Required?
A survey of students that will disseminate its results outside of CAC (e.g. as a thesis, dissertation, paper, conference presentation, blog on the internet)	Yes	No
A survey that does not have as its respondents prospective or current students, faculty, staff, or alumni.	No	Yes
An evaluation of an event by a participant	No	No
Feedback at the point of service	No	No
Course evaluation	No	No
The effectiveness of campus program	No	Yes
Campus policies and procedures	No	Yes
Student opinions about more than one CAC department or unit	No	Yes

For further guidance, please contact IR.

Original: 12/6/18, HHS