



Thinking of Doing a Survey at MVCC? Start Here!

Type of Survey	Is It A New Survey?	Does it need review?	How Long Does Review Take?	What Should Happen to the Results
<p>Developed by MVCC units/committees/individuals in Survey Monkey, or typed and scanned by the Office for Institutional Research and Analysis and used primarily for improvement inside that unit/committee/professional</p> <p>Examples: Alcohol and Other Drugs Survey, Barriers to Enrollment Survey, Orientation surveys, Millennium project Survey, feedback on events, orientation surveys, etc.</p>	<p><u>Yes</u>, it is new</p>	<p><u>Yes</u>, a copy of the survey should be submitted to the DIRA (Director of Institutional Research and Analysis). The DIRA will review the survey for content and appropriateness.</p>	<p>2 weeks minimum</p>	<p>The results are distributed to the unit/committee/others as appropriate. Explicit reference to the survey findings and the actions taken as a result should be noted in the POARS form and/or on the yearly committee report.</p>
	<p><u>No</u>, but it is undergoing <i>significant revisions (Revisions beyond date changes, or changes that could disable historical comparisons)*</i></p>	<p><u>Yes</u>, a copy of the survey should be submitted to the DIRA. The DIRA will review the survey for content and appropriateness.</p>	<p>2 weeks minimum</p>	<p>The results are distributed to the unit/committee/others as appropriate. Explicit reference to the survey findings and the actions taken as a result should be noted in the POARS form and/or on the yearly committee report.</p>
	<p><u>No</u>, it has been previously approved by the IEC and there are no changes other than date changes.*</p>	<p><u>No</u></p>	<p>NA</p>	<p>The results are distributed to the unit/committee/others as appropriate. Explicit reference to the survey findings and the actions taken as a result should be noted in the POARS form and/or on the yearly committee report.</p>

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<p>Surveys used primarily for institutional-level decision-making Includes standardized, benchmarked surveys like SOS, CCSSE Includes Surveys developed by MVCC for institutional level work: Course surveys, Employee survey, graduate survey, Commencement survey, Employer survey, Special purpose institutional level survey, etc.</p>	<p><u>Yes</u>, it is new</p>	<p><u>Yes</u>, unit informs the DIRA that the survey will be conducted and the DIRA forwards a copy for IEC review</p>	<p>The semester before planned implementation (e.g., submit to IEC in fall for spring implementation)</p>	<p>The IEC places the survey on the work plan for the year it is reviewed. The results are distributed to the Units and the IEC. The IEC reviews the results to ensure the validity/reliability of the assessment procedures. The IEC may determine follow-up procedures and reporting timelines. The IEC Chair contacts the Unit head concerning the committee discussion. The results of the report are archived in the OIRA and electronically. Units, as appropriate, note the response and follow-up to the survey in their POARS forms and/or strategic plan documents as appropriate</p>
	<p>It has been previously approved by the IEC but is undergoing <u>any</u> revision</p>	<p><u>Yes</u>, sponsoring group sends a copy of the survey to the IEC co-chairs (IR and Assessment) that the survey will be conducted and forwards a copy for IEC review</p>	<p>Semester before planned implementation (e.g., submit to IEC in fall for spring implementation)</p>	<p>The IEC places the survey on the work plan for the year after it is reviewed. The results are distributed to the Units and the IEC. The IEC reviews the results to ensure the validity/reliability of the assessment procedures. The IEC may determine follow-up procedures and reporting timelines. The IEC Chair contacts the Unit head concerning the committee discussion. The results of the report are archived in the OIRA and electronically. Units, as appropriate, note the response and follow-up to the survey in their POARS forms and/or strategic plan documents as appropriate</p>
	<p>No, it has been previously approved by the IEC and there are no changes other than reference dates in title, etc.</p>	<p><u>No</u>- Unit informs the IEC that it will be conducted</p>	<p>NA</p>	<p>The IEC places the survey on the work plan for the year after it is reviewed. The results are distributed to the Units and the IEC. The IEC reviews the results to ensure the validity/reliability of the assessment procedures. The IEC may determine follow-up procedures and reporting timelines. The IEC Chair contacts the Unit head concerning the committee discussion. The results of the report are archived in the OIRA and electronically. Units, as appropriate, note the response and follow-up to the survey in their POARS forms.</p>
<p><i>What if my survey involves more than one department but less than the entire institution? Email or call the DIRA for guidance.</i></p>				
<p><i>Not sure about where your survey falls in this chart? Email or call the DIRA for guidance.</i></p>				
<p><i>*Minor wording changes such as "Summer Picnic" to "Summer Celebration" do not need approval, however, wording changes in questions may affect results. Consult the DIRA if you need more guidance.</i></p>				