Need a Survey?

OFFICE OF INSTITUTIONAL RESEARCH, PLANNING, AND INSTITUTIONAL EFFECTIVENESS

How Can We Help You?

Prior to requesting a survey with IRPIE, take a look at this checklist:

- ✓ Are these data already available on the IRPIE website ?
- ✓ Will the survey help inform your planning and decision making needs?
- ✓ Will your respondents see actionable results as a result of completing the survey?
- ✓ Can I do this on my own or do I need IRPIE?

How Can We Help You?

- If you are going to create and distribute <u>your own</u> survey, the following slides will provide you with a brief lesson on survey design. The IRPIE Office can also assist you in identifying the most appropriate population of respondents

- If it is not feasible to create and distribute your own survey, the IRPIE Office is happy to help! Take a look at the following slides to help guide you through your research request.

Identify the Purpose and the Goals of the survey.

Establish objectives and goals to ensure that you ask the correct questions.

❑What information do you intend to obtain?

❑How will the findings be used?

❑Will the survey help inform your planning and decision making needs?

❑Will your respondents see actionable results as a result of completing the survey?

Survey Design

- Identify <u>who</u> you would like to respond to your survey.
  - How will you reach them?
  - What type of contact information will you use?
    - Are there issues with data security when it comes to Contact information?
    - How will you ensure respondents' personal information is securely stored?

- Identify <u>how</u> you will distribute your survey
  - Paper based/Point of Service or
  - Online via Canvas Post/email/QR code

- Identify <u>when</u> you will distribute your survey
  - Are certain timepoints of administration going to yield different results?

Survey Questions

- Survey questions can be classified into two groups:

  - o Open-ended allows people to provide detailed answers (e.g. "Please provide additional comments you may have about the Library.")
  - o Closed items provides a limited selection of available responses (e.g. Likert scales and yes/no responses)

- Consider the cognitive load of your respondents by limiting your survey to maximum of 10 questions.

Survey Questions

- Avoid double barrel questions - asking two questions at the same time (e.g. "Do you believe there are a variety of course offerings within your major and that the times they are offered meet your needs?").

- Avoid leading and biased questions (e.g. "How much do you think enrollment should be capped at College of the Canyons?").

- Avoid negative wording (e.g. "What factors would make you decide not to attend COC?").

- Use simple language.

- Be clear and concise.

We hope that this helps guide you through your survey design! Whether you create and distribute your own survey or you submit a research request, the Office of IRPIE is always happy to assist you with your data needs.

You can submit your request via our IRPIE Research Request Form

www.canyons.edu/data