Employee COVID-19 Survey

Institutional Research, Planning and Institutional Effectiveness
Special thanks to Chancellor, Dr. Dianne G. Van Hook and Executive Cabinet

Survey Design Team
Dr. Dianne G. Van Hook, Executive Cabinet, Jasmine Ruys, Justin Hunt, Michael Monsour, James Glapa-Grossklag, Alene Terzian, Rebecca Eikey, Joe Gerda, IRPIE
Institutional Research, Planning & Institutional Effectiveness (IRPIE) Team

Presenters

Alicia Levalley  Vida Manzo  Catherine Parker  Preeta Saxena

Moderators
Daylene Meuschke and Ryan Theule
Employee COVID-19 Survey

Why did the College administer this survey?

• Gather information on how the College can learn from current COVID-19 experiences in order to become even more effective moving forward.

• Gather information to ensure that employees have access to the technology, training, and resources that employees need during this time.
Employee COVID-19 Survey

How did the College administer the survey?

• Launched via surveymonkey.com on May 14th and closed May 25th

• Sent survey link to 1,728 employees
  • 96 Administrators
  • 222 Full-Time Faculty
  • 564 Part-Time Faculty
  • 336 Classified/Confidential Staff
  • 309 Short Term
  • 201 College Assistants

• 29 Questions
  • 21 Closed Ended
  • 8 Open Ended
Employee COVID-19 Survey

Results!
## Response Rates by Employee Group

<table>
<thead>
<tr>
<th>Employee Category</th>
<th>Response Number</th>
<th>Total Number in Employee Group</th>
<th>Response Rates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration</td>
<td>48</td>
<td>96</td>
<td>50%</td>
</tr>
<tr>
<td>Full-Time Faculty</td>
<td>92</td>
<td>222</td>
<td>41%</td>
</tr>
<tr>
<td>Part-Time Faculty</td>
<td>85</td>
<td>564</td>
<td>15%</td>
</tr>
<tr>
<td>Classified/ Confidential Staff</td>
<td>123</td>
<td>336</td>
<td>37%</td>
</tr>
<tr>
<td>Short-term Employees</td>
<td>64</td>
<td>309</td>
<td>21%</td>
</tr>
<tr>
<td>College Assistant</td>
<td>37</td>
<td>201</td>
<td>18%</td>
</tr>
<tr>
<td>Total</td>
<td>449</td>
<td>1,728</td>
<td>26%</td>
</tr>
</tbody>
</table>
Which of the following best describes your current level of remote/online work?

- **I am only working remotely/online at this time.**
- **The majority of my work is done remotely/online, but I still come to a campus location occasionally.**
- **I am primarily on one of our campuses (more than 20 hours per week).**
- **I am not working at this time (on leave etc.).**
- **Other**

Overall, the majority of employee respondents indicated they are mostly working remotely/online.

Overall, N=449

Administrators: n=47
- 46% I am only working remotely/online at this time.
- 50% The majority of my work is done remotely/online, but I still come to a campus location occasionally.
- 4% I am primarily on one of our campuses (more than 20 hours per week).
- 5% I am not working at this time (on leave etc.).
- 14% Other

Full-Time Faculty: n=92
- 86% I am only working remotely/online at this time.
- 14% The majority of my work is done remotely/online, but I still come to a campus location occasionally.
- 4% I am primarily on one of our campuses (more than 20 hours per week).
- 4% I am not working at this time (on leave etc.).
- 5% Other

Part-Time Faculty: n=85
- 94% I am only working remotely/online at this time.
- 5% The majority of my work is done remotely/online, but I still come to a campus location occasionally.
- 5% I am primarily on one of our campuses (more than 20 hours per week).
- 4% I am not working at this time (on leave etc.).
- 10% Other

Classified/Confidential: n=123
- 63% I am only working remotely/online at this time.
- 24% The majority of my work is done remotely/online, but I still come to a campus location occasionally.
- 10% I am primarily on one of our campuses (more than 20 hours per week).
- 8% I am not working at this time (on leave etc.).
- 5% Other

Short-Term: n=64
- 83% I am only working remotely/online at this time.
- 6% The majority of my work is done remotely/online, but I still come to a campus location occasionally.
- 8% I am primarily on one of our campuses (more than 20 hours per week).
- 5% I am not working at this time (on leave etc.).
- 6% Other

College Assistant: n=37
- 89% I am only working remotely/online at this time.
- 5% The majority of my work is done remotely/online, but I still come to a campus location occasionally.
- 5% I am primarily on one of our campuses (more than 20 hours per week).
- 4% I am not working at this time (on leave etc.).
- 4% Other

Overall, 449 respondents
What devices are you using to work remotely?

Overall, the majority of employee respondents indicated they either use a college provided AND/OR a personal electronic device.

- Overall, 90 employee respondents indicated they use BOTH a college provided device and a personal electronic device.

Note: Respondents were asked to mark all that apply.
How much has your work at the College changed during COVID-19?

Administrators and Classified/Confidential employee group respondents had the highest percentage indicate that their work has not changed at all!

<table>
<thead>
<tr>
<th>Group</th>
<th>It has changed by a lot</th>
<th>It has changed somewhat</th>
<th>It has not changed at all</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overall</td>
<td>59%</td>
<td>34%</td>
<td>8%</td>
</tr>
<tr>
<td>Administrators</td>
<td>42%</td>
<td>42%</td>
<td>17%</td>
</tr>
<tr>
<td>Full-Time Faculty</td>
<td>80%</td>
<td>19%</td>
<td>12%</td>
</tr>
<tr>
<td>Part-Time Faculty</td>
<td>67%</td>
<td>29%</td>
<td>12%</td>
</tr>
<tr>
<td>Classified/Confidential</td>
<td>37%</td>
<td>50%</td>
<td>12%</td>
</tr>
<tr>
<td>Short-Term</td>
<td>66%</td>
<td>28%</td>
<td>3%</td>
</tr>
<tr>
<td>College Assistant</td>
<td>70%</td>
<td>27%</td>
<td>3%</td>
</tr>
</tbody>
</table>

435 respondents
Do you have a clear understanding of what is expected of you when working remotely/online?

Percentage of Respondents

- Overall: 96% Yes, 4% No
- Administrators: 100% Yes, 0% No
- Full-Time Faculty: 97% Yes, 3% No
- Part-Time Faculty: 92% Yes, 8% No
- Classified/Confidential: 97% Yes, 3% No
- Short-Term: 92% Yes, 8% No
- College Assistant: 98% Yes, 2% No

429 respondents
Do you have the tools to effectively work remotely/online?

Overall, 67 of the 420 respondents indicated they needed the following additional tools:

- Equipment - 34 respondents
- Improved internet connection - 15 respondents
- Expressed frustration that they are using personal/purchased equipment - 13 respondents
- Request student access to other instructional materials/software - 5 respondents
- Not applicable, working on campus - 4 respondents
- Access to software/programs - 3 respondents

Overall, 2% of employee respondents indicated they are not working from home.
Have you been able to access relevant training needed to support your remote/online work?

<table>
<thead>
<tr>
<th>Category</th>
<th>Yes (%)</th>
<th>No (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overall</td>
<td>96%</td>
<td>4%</td>
</tr>
<tr>
<td>Administration</td>
<td>98%</td>
<td>2%</td>
</tr>
<tr>
<td>Full-Time Faculty</td>
<td>99%</td>
<td>1%</td>
</tr>
<tr>
<td>Part-Time Faculty</td>
<td>95%</td>
<td>5%</td>
</tr>
<tr>
<td>Classified/Confidential</td>
<td>97%</td>
<td>3%</td>
</tr>
<tr>
<td>Short-Term</td>
<td>90%</td>
<td>10%</td>
</tr>
<tr>
<td>College Assistant</td>
<td>100%</td>
<td></td>
</tr>
</tbody>
</table>

51 of the 377 respondents provided additional comments, including:
- Positive comments regarding help available - 9 respondents
- Do not have the time to access training - 6 respondents
- Have figured things out on their own - 5 respondents
- Need additional training - 5 respondents

377 respondents
Is there anything preventing you from doing your work effectively during this time?

<table>
<thead>
<tr>
<th>Category</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overall</td>
<td>75%</td>
<td>25%</td>
</tr>
<tr>
<td>Administration</td>
<td>21%</td>
<td>79%</td>
</tr>
<tr>
<td>Full-Time Faculty</td>
<td>41%</td>
<td>59%</td>
</tr>
<tr>
<td>Part-Time Faculty</td>
<td>27%</td>
<td>73%</td>
</tr>
<tr>
<td>Classified/Confidential</td>
<td>14%</td>
<td>86%</td>
</tr>
<tr>
<td>Short-Term</td>
<td>22%</td>
<td>78%</td>
</tr>
<tr>
<td>College Assistant</td>
<td>24%</td>
<td>76%</td>
</tr>
</tbody>
</table>

422 respondents
Is there anything preventing you from doing your work effectively during this time?

105 employee respondents indicated barriers, including:

- Family obligations/childcare - 23 responses
- Cannot do the same things online that can be done in the class/office - 20 responses
- Inadequate internet access - 19 responses
- Equipment/work space needs - 18 responses
- Not enough time - 16 responses
- Increased workload - 6 responses
- Software needs/issues - 6 responses
- Assessment issues - 5 responses
- Mental/physical health - 5 responses
- Clarity/amount of information - 4 responses
- Low student participation - 3 responses

105 respondents
Did you experience a barrier working remotely?

- Experienced a Barrier, 61%
- Did Not Experience a Barrier, 39%

Overall:
- 234 respondents
- 149 respondents

383 respondents
For those who experienced a barrier, did you reach out to connect with someone at the College for support?

- Yes, I received the support that I needed, 97%
- Yes, but I did not receive the support I needed, 3%

189 respondents

Yes, 81%

No, 19%

45 respondents

183 respondents

Yes, 81%

No, 19%
For those who experienced a barrier, did you reach out to connect with someone at the College for support?

- **Yes, 81%**
  - 189 respondents

- **No, 19%**
  - 45 respondents

No, the barrier I’m facing cannot be resolved by someone at the college, **87%**

- 39 respondents

No, I did not know where to go or who to reach out to, **13%**

- 6 respondents
Barriers Summary

87% either “did not have a barrier” or “the barrier was resolved”  
(333 respondents)

13% had a barrier, and needs were not met (either because they did not reach out, or when they did, needs did not get resolved)  
(50 respondents)

Note: excludes “other” responses
Clarity of Information Received - Overall

<table>
<thead>
<tr>
<th>Category</th>
<th>Yes (%)</th>
<th>No (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weekly Zoom Updates from Executive Cabinet</td>
<td>98%</td>
<td>2%</td>
</tr>
<tr>
<td>Information sent to students</td>
<td>95%</td>
<td>5%</td>
</tr>
<tr>
<td>Information on measures the college is taking in response to COVID19</td>
<td>93%</td>
<td>7%</td>
</tr>
<tr>
<td>Emergency Alerts Sent by College</td>
<td>97%</td>
<td>3%</td>
</tr>
<tr>
<td>Supplies/Equipment Needed</td>
<td>95%</td>
<td>5%</td>
</tr>
<tr>
<td>How to engage in Professional Development</td>
<td>99%</td>
<td>1%</td>
</tr>
<tr>
<td>Leaves/Benefits</td>
<td>94%</td>
<td>6%</td>
</tr>
<tr>
<td>Technology Support</td>
<td>99%</td>
<td>1%</td>
</tr>
</tbody>
</table>

N=208 respondents

(Bar chart showing the percentage of respondents who found the information clear and those who did not for each category.)
If you have questions about working in an online/remote environment, do you know where to look or who to ask for answers?

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overall</td>
<td>95%</td>
<td>5%</td>
</tr>
<tr>
<td>N=402</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Administrators</td>
<td>100%</td>
<td></td>
</tr>
<tr>
<td>n=47</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Full-Time Faculty</td>
<td>85%</td>
<td>15%</td>
</tr>
<tr>
<td>n=81</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Part-Time Faculty</td>
<td>95%</td>
<td>5%</td>
</tr>
<tr>
<td>n=78</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Classified/Confidential</td>
<td>97%</td>
<td>3%</td>
</tr>
<tr>
<td>n=113</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Short-Term</td>
<td>98%</td>
<td>2%</td>
</tr>
<tr>
<td>n=56</td>
<td></td>
<td></td>
</tr>
<tr>
<td>College Assistants</td>
<td>100%</td>
<td></td>
</tr>
<tr>
<td>n=37</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

402 respondents
What is the best way for you to receive information from the College on COVID-19 updates?

Overall top three best ways:

• COC-all emails - 48% (N=196)
• Emails from my direct supervisor -16% (N=66)
• Emails from specific departments (e.g. HR, Business Services, Technology, Professional Development etc.) - 12% (N=49)

• Other ways employees indicated: COC website, text alerts, COC webinars, peers or colleagues, mobile app, and COC social media

Note: Respondents were asked to mark all that apply

407 respondents
Since the stay at home order was issued on March 16th, have you found COC’s COVID-19 information site to be helpful (canyons.edu/news)?

Overall, 140 employee respondents indicated they did not use the COC COVID-19 information website.
Since the stay at home order on March 16th, have you found COC’s Online Education information site (canyons.edu/onlineeducation) to be helpful?

Overall, 140 employee respondents indicated they did not use the COC Online Education website.
Since the stay at home order on March 16th, how often have you checked your college email?

- Multiple times a day: 85% (Overall N=403)
- Once a day: 100% (Administrators n=48)
- About once every few days: 99% (Full-Time Faculty n=83)
- About once a week: 77% (Part-Time Faculty n=79)
- About once every two weeks: 99% (Classified/Confidential Staff n=113)
- Once a month: 32% (Short-Term n=56)
- Once a month: 84% (College Assistants n=25)

N=403 respondents
How much do you like working in a remote/online environment?

A little over half of Administrators and Classified/Confidential employee respondents indicated that they like working in a remote/online environment!
In comparison to before the stay at home order, please indicate how easy/difficult it has been to attend meetings remotely.

Almost 80% of Administrators and Classified/Confidential employee respondents indicated that it has been much easier/easier than before the stay at home order!!!
If social distancing requirements stay in effect through the fall ... what questions do you have?

SOCIAL DISTANCING
• How will social distancing/use of PPE on campus be enforced/monitored? 32 respondents
• How will social distancing be created/enforced in the classroom (including questions about class sizes)? 22 respondents
• How can social distancing be ensured between staff and students for student services? 18 respondents

SAFETY
• What will the safety procedures be to ensure the staff are protected (including those that share offices)? 51 respondents
• What will the procedures be for keeping the campus clean/disinfected (including the common/open areas)? 40 respondents
• Will PPE (masks, gloves, sanitizer) and cleaning supplies be provided? 35 respondents
• Will there be clear procedures for returning to campus? 23 respondents
• Will wearing masks be required/enforced? 19 respondents

FLEXIBILITY/WORKING FROM HOME
• Will there be flexibility to work from home if any employee does not feel safe or has proven productive? 34 respondents
• Will accommodations be made for those that need to work from home for extenuating circumstances (including health concerns and family/childcare obligations)? 24 respondents
• Why will some employee groups return to campus if it is not deemed safe for faculty or students? 16 respondents

207 respondents
Social Distancing

How will social distancing/use of PPE on campus be enforced/monitored?

- Masks and PPE will be required according to County guidance for all employees, students, and those on campus. The District will provide, at no cost, a sufficient number of LADPH-compliant face coverings to all employees and students who must report to campus.

- If staff, students, and/or visitors do not have a face covering on our campuses, they will be reminded about the District’s protocol and will be provided an opportunity to obtain a face covering if needed.

- As noted in the COVID-19 plan, should there be issues of repeated violation of the plan please contact the Employee COVID-19 Compliance Officer (for employees) or the Dean of Students or Campus Safety (for students).

Refer to the COVID-19 plan for additional details.
Social Distancing

How will social distancing be created/enforced in the classroom (including questions about class sizes)?

• Facilities will configure and equip spaces based on current guidelines.
• As noted above and detailed in the COVID-19 plan, should there be issues of repeated violation of the plan please contact the Employee COVID-19 Compliance Officer (for employees) or the Dean of Students or Campus Safety (for students).

How can social distancing be ensured between staff and students for student services?

• Facilities has prepared Student Services spaces for by-appointment services based on current guidelines.
• Appropriate physical barriers, signage, and distance markers have been incorporated into this layout.

Refer to the COVID-19 plan for additional details.
Safety

What will the safety procedures be to ensure the staff are protected (including those that share offices)?

- Staff have been provided training on proper protocol for social distancing and disinfection of their spaces via Keenan Safe Colleges. Students that are on-campus this fall for classes have been informed via Canvas. These trainings describe COVID-19 and precautions against infection (including proper respiratory etiquette, hand hygiene, use of face coverings, etc.).
- All employees and students must complete these instructional videos and written materials in their entirety before their initial entry to campus.
- Regarding shared offices, if a dividing modular wall or plexiglass cannot be installed, shifts can be staggered to avoid individuals from coming into close contact with one another.
- There is ample signage on campus reminding everyone of the requirement to wear a mask and physically distance, this includes visitors, employees, and students.
- There is access to hand sanitizer and cleaning supplies across campus. If additional supplies are needed, they can be picked up at the warehouse.

Refer to the COVID-19 plan for additional details.
Safety

What will the procedures be for keeping the campus clean/disinfected (including the common/open areas)?

- Working closely with Instruction, Student Services and other departments, Facilities will clean and disinfect the occupied areas of campus per the latest guidelines and requirements.

Will PPE (masks, gloves, sanitizer) and cleaning supplies be provided?

- Yes, all PPE will be distributed and tracked from the Valencia warehouse, which is distributed as needed throughout the District.

Will there be clear procedures for returning to campus?

- Yes. The District details comprehensive return to campus procedures in the COVID-19 Containment, Response, and Control Plan.
- Essential infrastructure disciplines that returned to our campuses in Fall 2020 have specific procedures and agreements they are following.
- Please refer to the detailed MOUs for negotiated groups and/or contact your supervisor to discuss your individual situation in more detail.

Refer to the COVID-19 plan for additional details.
Safety

Will wearing masks be required/enforced?

• Yes. As described above, the District is abiding by public health guidelines and masks will be provided to all employees and students. Individuals unable to wear a face covering due to a medical condition should contact the applicable COVID-19 Compliance Officer to discuss whether alternative reasonable accommodations may be available.

• Refer to “Face Coverings” in the COVID-19 plan for additional details.

Refer to the COVID-19 plan for additional details.
Flexibility/Working from Home

Will there be flexibility to work from home if any employee does not feel safe or has proven productive?

• Please refer to the detailed MOUs for negotiated groups and/or contact your supervisor to discuss your individual situation in more detail.

Will accommodations be made for those that need to work for home for extenuating circumstances (including health concerns and family/childcare obligations)?

• Yes, Human Resources will review accommodations for any health concerns and evaluate the situation in conjunction with the area supervisor. Additional leave options are also available as detailed in the COVID-19 plan and negotiated MOUs with campus groups. Please contact Maria Calderon in Human Resources at 661 362-5563 or via email.

Refer to the COVID-19 plan for additional details.
Flexibility/Working from Home

Why will some employee groups return to campus if it is not deemed safe for faculty or students?

- According to the County guidance, faculty and other staff may come to campus for the purpose of providing distance learning, and other activities related to in-person training and instruction for essential infrastructure disciplines as well as maintaining minimum basic operations. The College is complying with all relevant portions of this protocol to maximize safety for all employees.

- Please note that only faculty teaching essential infrastructure courses can teach on campus at this time, per LA County guidance. All other courses, with the traditional 1:35 ratio format, are not yet allowed to return to campus.

Refer to the COVID-19 plan for additional details.
<table>
<thead>
<tr>
<th>Feature</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>No commute/parking</td>
<td>122</td>
</tr>
<tr>
<td>Increased productivity/fewer distractions or interruptions</td>
<td>66</td>
</tr>
<tr>
<td>Comfort/convenience of working from home</td>
<td>63</td>
</tr>
<tr>
<td>Schedule flexibility</td>
<td>57</td>
</tr>
<tr>
<td>Feeling of safety</td>
<td>28</td>
</tr>
<tr>
<td>Greater access for students</td>
<td>21</td>
</tr>
<tr>
<td>Access to online meetings/ability to attend more</td>
<td>19</td>
</tr>
<tr>
<td>More time with family</td>
<td>17</td>
</tr>
<tr>
<td>Nothing, does not like working remotely</td>
<td>15</td>
</tr>
<tr>
<td>Less stress; physical/mental health improved</td>
<td>13</td>
</tr>
</tbody>
</table>

350 respondents
What do you like the LEAST about working in a remote/online environment?

- Isolation/lack of human contact: 161 comments
- Work/life balance blurred / Working more: 45 comments
- Difficult to teach online: 42 comments
- Lack of access to equipment/supplies needed to do job: 38 comments
- Communication issues: 27 comments
- Screen fatigue: 22 comments
- Distractions at home: 21 comments
- No home office/space: 17 comments
- Inadequate internet connection: 16 comments
- Lack of student engagement: 16 comments

355 respondents
<table>
<thead>
<tr>
<th>Professional Development Topics</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Software/technology training</td>
<td>59</td>
</tr>
<tr>
<td>Satisfied with the current training offered</td>
<td>31</td>
</tr>
<tr>
<td>Self-care (mental health/stress management)</td>
<td>22</td>
</tr>
<tr>
<td>Online teaching skills/best practices</td>
<td>20</td>
</tr>
<tr>
<td>Fostering student engagement online</td>
<td>16</td>
</tr>
<tr>
<td>Work/life balance; time management</td>
<td>16</td>
</tr>
<tr>
<td>Discipline-specific training</td>
<td>9</td>
</tr>
<tr>
<td>Online assessment options</td>
<td>9</td>
</tr>
<tr>
<td>Safety procedures</td>
<td>7</td>
</tr>
</tbody>
</table>

The sample size of College Assistants on this question were less than ten so results have not been reported for this group.

217 respondents
Please share strategies you have used to enable you to work effectively in a remote/online environment.

<table>
<thead>
<tr>
<th>Strategy</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maintain a schedule/routine, including breaks</td>
<td>56</td>
</tr>
<tr>
<td>Create a designated work space</td>
<td>40</td>
</tr>
<tr>
<td>Stay in communication with peers/department</td>
<td>37</td>
</tr>
<tr>
<td>Utilize Zoom</td>
<td>33</td>
</tr>
<tr>
<td>Create/use a task/project list with goals</td>
<td>26</td>
</tr>
<tr>
<td>Stress management techniques (e.g., walking, meditation, sleep, healthy eating)</td>
<td>24</td>
</tr>
<tr>
<td>Use additional equipment (e.g., dual monitors, headsets, tablets)</td>
<td>20</td>
</tr>
<tr>
<td>Keep open communication with students</td>
<td>15</td>
</tr>
<tr>
<td>Establish boundaries for specific work times</td>
<td>12</td>
</tr>
<tr>
<td>Use a calendar (e.g., schedule and reminders)</td>
<td>11</td>
</tr>
</tbody>
</table>

238 respondents
What’s Next/Recommendations

- Continue to support employees through the stay at home order ensuring their emotional, psychological and physical safety, and professional development needs are met.
- Evaluate future opportunities for remote work where appropriate.
- Consider the benefits of using Zoom (e.g. increased access to meetings even when employees are authorized to return to campus, connecting with colleagues, etc.)
- Distribute findings to each employee group.
Closing Comments

- Diane Fiero (Human Resources)
- Jason Hinkle (Business Services)
- Jasmine Ruys (Student Services)
- Jim Schrage (Facilities)
- Jim Temple (Technology)
- Omar Torres (Instruction)

Thank you for your time.

Reports will be posted on IRPIE webpage
https://www.canyons.edu/administration/irpie