

Need a Survey?

OFFICE OF INSTITUTIONAL RESEARCH, PLANNING, AND
INSTITUTIONAL EFFECTIVENESS

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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 your own survey, the following slides will provide you with a brief lesson on survey design. The IRPIE Office can also assist you in identifying who the survey will go to.
- 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.

Survey Design

- Identify who you would like to take your survey.
- Identify how you will distribute your survey (e.g. paper based/Point of Service or online via Canvas/email/QR code)
- Establish objectives and goals to ensure that you ask the correct questions.
 - Survey questions can be classified into two groups:
 - open-ended allows people to provide detailed answers (e.g. “Please provide additional comments you may have about the Library.”)
 - 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 at least 10 questions.

Survey Design

- Use simple language.
- 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?”).
- 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 research request via our website:
<https://www.canyons.edu/administration/irpie/index.php>