Policies of Colorado State University
Impact Statement

Policy Title: Conducting Surveys at CSU

Category: Administration
Policy ID: 5-1004-001

☑ New Policy
☐ Revision of Existing Policy

Date Submitted: August 14, 2018

Policy Proponent/Owner:
Vice Provost for Planning and Effectiveness

Contact(s):
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Policy Description and Basis

Large-scale surveys have become an increasingly popular method of gathering information and feedback from the CSU community. As the number and frequency of surveys increases, so too can the potential for survey fatigue, redundancy, unnecessary cost, declining response rates, lower quality results, and confusion. There is a need for a coordinated approach to conducting surveys, with appropriate oversight. The purpose of this policy is to help facilitate the use of surveys where appropriate, achieve better survey methods and results, protect CSU community members’ privacy and safety, and enable CSU departments and individuals to conduct surveys that are effective and efficient.

Required Resources

No anticipated financial resources required.

Anticipated Impacts

This policy will impact everyone who wishes to use a large-scale survey to gather data from the CSU community. It will require a review of the proposed survey and approval from a responsible dean or vice president, or a delegate appointed by the responsible dean or vice president, before a survey is sent out.
POLICY DEVELOPMENT

Policy development will be supported by representatives from the University Survey Advisory Committee (USAC), which is comprised of representatives from the Office of Institutional Research, Planning, and Effectiveness, Student Affairs, Industrial and Organizational Psychology, the Health Network, CSU Online, Registrar’s Office, and the Office of Policy and Compliance.

STAKEHOLDER INPUT

Stakeholder input will be solicited from the Office of the President, Vice President for Diversity, General Counsel, and deans, directors and department heads.

ADMINISTRATIVE/MANAGEMENT/ASSESSMENT

The policy will be administered on an ongoing basis by the USAC. USAC meets monthly, or as needed, to discuss CSU survey proposals and provide design feedback to those interested in conducting survey.

PROCEDURES, GUIDELINES AND FORMS

Specific survey procedures, guidelines, and the submission of a survey information form will be required from those CSU constituents interested in conducting an internal, large scale survey at CSU. These will be developed by USAC, and approved by the Vice Provost for Planning and Effectiveness.

INTERNAL CONTROLS

The Survey Advisory Committee will continually collect feedback from interested stakeholders and survey requesters. The policy will be periodically reviewed and updated as needed. The committee represents various CSU stakeholders so as to ensure that it adequately addresses the needs of the CSU community.

RELATED POLICIES AND REGULATIONS

CSU Policy, Central Administrative Email Listservs

CSU Policy, Electronic Communications to Students

CSU Policy, Information Collection and Personal Records Privacy
REVIEW AND APPROVAL BY THE PRESIDENT'S CABINET:
☒ APPROVED TO PROCEED TO POLICY DEVELOPMENT
☐ NOT APPROVED
☐ MORE INFORMATION NEEDED:

By:

Lynn Johnson
Vice President for University Operations

Date: Aug 14, 2018