



Survey Guidelines

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Consultation: Principal's Group, Educational Policy Group and Senior Administration

Rationale

King's University College at Western Ontario participates in a wide array of surveys that are intended to collect data from students, alumni, faculty and staff for administrative, planning and reporting purposes. These guidelines are intended to provide a coordinated approach to surveys to maximize their benefits by:

- Avoiding or minimizing the collection of duplicate information
- Preventing or minimizing survey fatigue by controlling the number and timing of surveys of any one specific group
- Maximizing the response rates
- Ensuring measures are taken to protect respondents' privacy and confidentiality
- Encouraging the communication, sharing and archiving of survey results

Survey Management Committee

The Survey Management Committee will meet on an as-needed basis, conducting the majority of its responsibilities electronically. Its responsibilities are to:

- Recommend survey guidelines and process improvements
- Receive applications for surveys within the scope of these guidelines
- Refer survey applications to the Research Ethics Review Committee and/or Privacy Officer
- Maintain a record of the level and timing of surveys of different groups

The membership of the committee is as follows:

Associate Dean, Academic and Research
Vice-Principal, Enrolment Services and Strategic Partnerships
Dean of Students
Analyst
Academic Data and Operations Coordinator

Survey Application

Any group/individual planning to conduct a survey is required to submit a proposal using the Survey Application at www.kings.uwo.ca/extranet/policies-and-procedures/ under Policies 35. Surveys.

The application includes information on the following:

- Research context of the survey and its expected benefits
- Population to be surveyed (size and scope)

- Issues to be addressed and the data collected
- Data use and how results will be communicated
- Data storage, access and how data will be disposed

A draft of the survey instrument should accompany the application. Research projects that include a survey component of human beings may need to be reviewed by the Research Ethics Board. The survey application and the review by the Research Ethics Board can be done concurrently.

Survey Approval

The approval of the survey will be based on the following criteria:

- Extent to which other surveys supply or could supply the required data
- Extent of survey burden on target groups and timing of other survey commitments
- Extent to which data will be shared
- Privacy issues

The Survey Application will receive a response within 10 working days.

Please note: All surveys must include the following message in the covering letter/email or the introduction of the survey:

This survey has been approved by King's University College at Western University.

Survey Results and Reporting

The privacy of all respondents is protected under the privacy regulations of King's and the Province of Ontario. Aggregate data results will be shared rather than that of individual respondents.

After the completion of the survey, the faculty member or unit must complete the Survey Results Report found at: www.kings.uwo.ca/extranet/policies-and-procedures under Policies 35. Surveys. These results will be shared as appropriate within King's and the results may be further analyzed for reporting purposes. The results will be archived.

Survey Application Exemptions

These guidelines do not apply to surveys that are of small scale and focused intent such as:

- Surveys sponsored by individual members of faculty for the purposes of research except in cases where the surveys are expected to exceed 10% of a population
- Surveys that are part of assigned course work or degree requirements
- Surveys or polls conducted by academic departments or schools to assure the quality of teaching and learning
- Surveys conducted by administrative units to obtain immediate feedback on service provision
- Surveys conducted by labour unions or employee associations
- Surveys that have been delivered at King's on a regular basis
- Attached is the List of Annual Surveys Delivered at King's University College (June 2020)

Appendix A

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Time of Year	Department	Assessment
Fall	<p>Academic Dean's Office Accessibility, Counselling & Student Development</p> <p>Alumni & Development</p> <p>Departmental Surveys International Office Residence & Campus Life Western</p>	<p>Student Evaluation of Teaching (SQCT) - November ACSD Client/Student Survey - ongoing</p> <p>Learning Skills Satisfaction Survey - ongoing Life After King's - ongoing Alumni Info and Feedback - ongoing Current students and Alumni used in Departmental Reviews Bridging Program Survey (participants only) O-Week Survey (Western) Sexual Violence Climate Survey</p>
Winter	<p>Academic Dean's Office Accessibility, Counselling & Student Development</p> <p>Alumni & Development Dean of Student's Office</p> <p>International Office Residence & Campus Life Western</p>	<p>Student Evaluation of Teaching (SQCT) - March ACSD Client/Student Survey - ongoing</p> <p>Learning Skills Satisfaction Survey - ongoing Life After King's - ongoing Brainstorm Consulting Survey - March King's KAMP Program Assessment - March/April Alumni Info and Feedback - ongoing NSSE Survey (not completed since 2014) Thrive Survey Assessment Peer Guide Program Assessment - March (Peer Guides only) Residence Life Survey National Collegiate Health Assessment Survey (NCHA Assessment) NSSE Western Sexual Violence Climate Survey</p>
Spring	<p>Accessibility, Counselling & Student Development</p> <p>Alumni & Development Dean of Student's Office</p>	<p>ACSD Client/Student Survey - ongoing</p> <p>Learning Skills Satisfaction Survey - ongoing Life After King's - ongoing King's KAMP Program Assessment - March/April Alumni Info and Feedback - ongoing NSSE Survey (not completed since 2014) Thrive Survey Assessment Graduation Survey</p>

	King's & Academic Departments Western	Academic plans, needs, ITS, Retention Sexual Violence Climate Survey
Summer	Accessibility, Counselling & Student Development Alumni & Development Western	ACSD Client/Student Survey - ongoing Learning Skills Satisfaction Survey - ongoing Life After King's - ongoing Alumni Info and Feedback - ongoing Sexual Violence Climate Survey