

2/24/2021

IEAC - Survey Calendar meeting. Dr. Buckley asked that we meet and put together a collective process that will lead toward an effective districtwide survey management strategy.

Ad-hoc group members: MC Dean Institutional Effectiveness, OC Dean of Institutional Effectiveness, VC Dean of Institutional Effectiveness, DAC Data Analyst

1. Developed Survey Calendar dashboard to monitor and manage districtwide surveys
2. Need to develop a districtwide strategy incorporating the Survey Calendar dashboard to help manage the process
3. Purpose: Develop a collective process that will lead toward an effective districtwide survey management strategy.

Meeting Notes and discussion:

1. Analysis - determine need of survey management and or controls
2. Determine scope - Should we manage surveys centrally (IEAC) or (DAC)? Why or why not.
3. Should surveys be managed at the IE level for each college? Why or why not?
 - a. Do we need policy or other types of controls? Too easy to use tools like survey monkey.
4. There are degrees to "manage". From at least let us know to providing permission. Many mentioned would like information like survey questions, population, results etc. The more of that type of information we want in a consistent and accurate format will require more "control".

Issues

- Sharing of students
 - Survey fatigue
 - Surveying on general interest (all campuses have stake) (coordinate?)
 - Times where coordination is helpful
 - When use nationally normed surveys? (Need to identify)
 - Summary – Coordinate surveys that serve all three colleges interest and develop a centralized location to store survey designs, populations etc. (Qualtrics could be used for this)
 - Need a way to identify notification process based on content
 - Courtesy notification between stakeholders regarding generally three college relevance. (Informal)
-
- Coordinate districtwide surveys
 - Do not attempt to coordinate ad-hoc surveys. Will just slow process
-
- Centralized surveys
 - National norm surveys

Summary of discussion and process execution moving forward

IEAC - Survey Calendar meeting. Dr. Buckley asked that we meet and put together a collective process that will lead toward an effective districtwide survey management strategy.

- The IEAC ad-hoc group met and discussed implementation of a VCCCD collective survey process
 - Scope – The VCCCD Collective Survey Process will be designed to coordinate two survey categories:
 1. Nationally norm surveys utilized by any of the VCCCD colleges
 2. Surveys developed locally that may impact, benefit or serve any of the three VCCCD colleges
 - Survey tracking tool – VCCCD Survey Calendar Dashboard
 - VCCCD “Official” Survey Tool for collective interest surveys will be Qualtrics
 1. All locally developed surveys determined to have central interest will be developed in Qualtrics. This will allow for survey structure, questions, methodology, results and populations to be tracked and reported on from a centralized location. This will also allow full access to the centralized surveys for the three colleges to reference on demand.
 2. DAC will develop a centralized Qualtrics location for the purpose of storing, tracking and memorializing surveys that serve multiple college interests.
 - Communication method for identifying and tracking relevant locally developed surveys - Informal (Deans will communicate via professional courtesy regarding the need or relevance of locally developed / requested surveys to the three colleges and DAC)
 - When locally developed surveys are identified to have collective interest, the VCCCD Survey Calendar Dashboard “Survey Entry Form” will be submitted to DAC I.E. via college I.E. department.
 - DAC I.E. will post submitted surveys on VCCCD Survey Calendar Dashboard
 - Monthly IEAC verbal report by each college I.E. Dean regarding current “known” surveys deployed by college. Redundancy for communication and to ensure survey relevance
 - DAC IEAC Survey Calendar review (as needed to review current and historic surveys visually)

Next steps

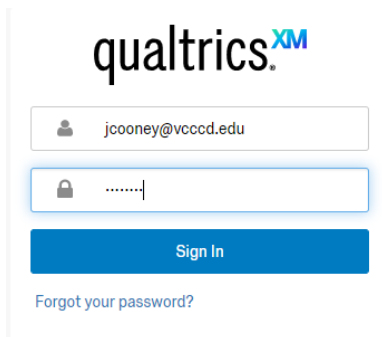
1. Provide current list of surveys entered on VCCCD Survey Calendar Dashboard and review at next IEAC
2. Determine if any more surveys should be included
3. Enter any additional surveys
4. Develop VCCCD Centralized Qualtrics location to store districtwide surveys and ancillary information.
5. Dean’s Monthly IEAC survey report (verbal at IEAC meetings)
6. DAC IEAC Survey Calendar review (verbal and / or demonstration of current survey conditions as needed at IEAC meetings)

VCCCD Districtwide Survey Location:

Access: MC Dean Institutional Effectiveness, OC Dean Institutional Effectiveness, VC Dean Institutional Effectiveness, District Data Analyst

1. Log in to Qualtrics platform:

<https://ventura.co1.qualtrics.com/login?path=%2FControlPanel%2F&product=ControlPanel>

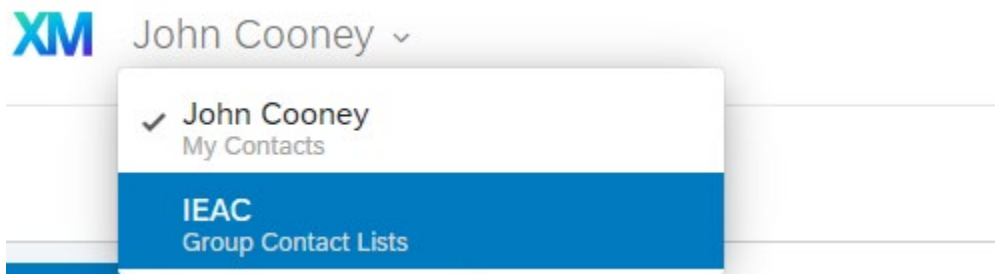


The image shows the Qualtrics login interface. At the top left is the Qualtrics logo. Below it is a text input field containing the email address 'jcooney@vcccd.edu'. Underneath that is a password input field with a lock icon and a masked password '.....'. A blue 'Sign In' button is positioned below the password field. At the bottom left of the form is a link that says 'Forgot your password?'.

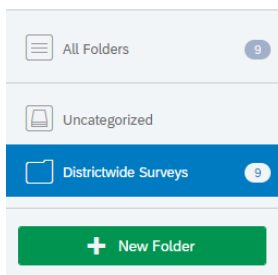
2. Right top corner menu click Library:

Projects Actions Contacts **Library** Admin Help  

3. Left top corner click down arrow under your profile name and select IEAC



4. Click Districtwide Surveys on right side menu:



5. This is the VCCCD Districtwide Survey Location

XM IEAC ▾ Projects Actions Contacts Library

Survey Library Graphics Library Files Library Messages Library + Copy

All Folders 9

Uncategorized

Districtwide Surveys 8

+ New Folder

Districtwide Surveys ▾

Show All

Show Surveys Show Blocks Show Questions

Description ▾	Type
2020-2021 DAC Customer Service Survey - Business and Administrative Services - Copy	Survey
2020-2021 DAC Customer Service Survey - Contracts, Grants and Special Funding - Copy	Survey
2020-2021 DAC Customer Service Survey - Human Resources - Copy	Survey
2020-2021 DAC Customer Service Survey - I.E. Division - Copy	Survey
2020-2021 DAC Customer Service Survey - I.E. Research	Survey
2020-2021 DAC Customer Service Survey - Information Technology I.T. - Copy	Survey
2020-2021 DAC Customer Service Survey - Public Affairs and Marketing - Copy	Survey
2020-2021 DAC Customer Service Survey - Purchasing - Copy	Survey
2020-2021 DAC Customer Service Survey - Strategic Partnerships, Enrollment and Advancement - Copy	Survey

6. To share college surveys click Copy to this Library and follow wizard:

+ Copy to this Library

🔍 Search...