

**MT. SAN ANTONIO COLLEGE
RESEARCH & INSTITUTIONAL EFFECTIVENESS DEPARTMENT**

Program/Project Review Survey Instructions

This document outlines important items you need to know when conducting a survey using the assistance of the Office of Research & Institutional Effectiveness (RIE). Before you start creating your survey, RIE would like you to consider the following:

- Programs may ask a sample of students/respondents to complete a survey (between 100 and 300 students/respondents depending on the population) within a program/project or focus on one or two aspects of a program/project. In many instances, not all students/respondents need to be surveyed. The greater number of students/respondents in your sample, the better your sample will represent your population. Surveys do not need to be completed using class/work time. For example, you may give surveys to students/respondents to take home to complete and return. However, it is important that all students/respondents in a sample complete the survey using the same procedure (e.g., take-home, in-class, etc.).
- Instead of surveying students, a program may choose to focus on available transfer, placement, completion, and retention data.
- Instead of surveying students, a program may choose to survey benchmark colleges regarding best practices or trends in curriculum development.
- Documents to assist you with your survey questions and/or project management needs are available at the RIE website at <http://research.mtsac.edu/researchtips.html>.

Instructions for the REMARK Survey Scanning System

To provide the most accurate results from your program/project review surveys using the Research Office's REMARK Optical Mark Reading System (i.e., scanning system), please follow the instructions below:

Just a FYI:

- The Research Office has a 500-survey-per-project limit on the number of surveys it will process through the REMARK system. So keeping the number of surveys low is best in order to use this system and receive the data reports it provides. If you wish larger numbers to be run, we would recommend using IT's survey system, which is available through the Help Desk, x4357. IT's survey system does also provide data reports.
- The Research Office will provide instructions to participants for completing the survey form generally at the top of the document.
- Participants will be directed to use *DARK* PEN or PENCIL to complete their survey.
- Please do not reformat electronic versions of the survey, which the Research Office may provide to you. Doing so may hamper the scanning process.

- Folding the survey is acceptable, but please do not ask participants to staple or tape anything to the survey. Completed surveys requiring more than one sheet of paper may be stapled, and this staple should be placed vertically at the upper left-hand corner. (See *Completed Surveys* section, bullet #2, for staple removal.)

Printing:

- Print your surveys on WHITE paper. Non-White paper surveys will not be accepted because the scanning system will not function properly with colored paper.
- Surveys may be printed back-to-back on 8-1/2x11 or 8-1/2x14 papers according to the survey paper size given to you.
- Request more than enough survey copies from Printing Services (located in the Administration Building) in the original order to cover your survey population. The scanner reads from good quality print (not that found from your department copier) AND it cannot handle varying text alignments/brightness, which are often a product of several copying attempts.
- PLEASE NOTE: Once you receive your printed survey copies, provide the Research Office with **5 non-completed copies** for scanning/filing purposes. We will not scan your surveys without these copies.

Completed Surveys

- When you have collected ALL your completed surveys, send/bring them to the Research Office in the IT Building (5), Room 4A.
- Any multiple-page, stapled surveys must have the **staples removed prior** to sending/bringing them to the Research Office. Do NOT separate the pages of the survey into different stacks. Instead, remove the staple in one of the following ways and keep the whole survey in tact: *[Any questions, contact the Research Office.]*
 - Use a staple remover
 - Neatly and thinly cut the staple away

What Will You Receive?

The Research Office will generally provide you with an analysis summary report for each of the surveys for which you request scanning. The summary will provide raw data figures along with percentages for each question asked. A cumulative summary of all the survey results can also be requested.

Any written responses to questions on the survey will need to be dealt with by your office.

Scanned surveys will be returned to you. Please consider recycling the survey forms once you are finished with them.

A copy of the survey results will be maintained in the Research Office for a few years.

QUESTIONS????? Contact the Research Office at x5408.