To: All Employees

From: Office of Institutional Effectiveness and Accreditation

cc: President's Cabinet

Date: May 3, 2018

Re: Administering Surveys to Students

When conducting a student survey, the group or individual administering the survey is obtaining data via an interaction with a human subject (e.g our students). The data collected from such a survey is intended to generate knowledge that will inform decisions at the institution. Because of this, care needs to be taken that the questions in the survey follow the definition of minimal risk research as defined by FSCJ's Institutional Review Board. Minimal risk means that the probability and magnitude of harm or discomfort anticipated in the research are not greater in and of themselves than those ordinarily encountered in daily life or during the performance of routine physical or psychological examinations or tests.

As of May 7, 2018, any survey that is to be distributed to students with the purpose of gathering large amounts of data which will in turn be used to inform business processes within FSCJ, will need to be reviewed via the IRB process. The IRB, in collaboration with the Office of Institutional Effectiveness and Accreditation [OIEA] will review and approve all surveys to be sent to students.

Through the oversite process, OIEA, will:

- Ensure the development and dissemination of high quality surveys
- Minimize duplicate surveys
- Provide individuals or groups access to data previously obtained from surveys
- Maximize analytical impact and results use
- Integrate and relate survey findings

This new process does not include surveys that faculty might use in a class intended as a class activity, to improve classroom experiences, or to inform teaching. The oversight process is intended for surveys that are to be widely distributed to students (i.e. Annual Graduate Survey, Perceived Math Self-Efficacy Survey, Non-Matriculant Survey, Student Intake Survey, Equity Survey, etc.).

If you have questions or concerns, please contact oiea@fscj.edu.