

Tuesday Tidbits
Thursday, April 16, 2009

My apologies for not sending this out on, or even near, Tuesday. Feel free to count it for Tuesday, April 14 or April 21. Your choice!

When are we going to do those famous surveys again?

The famous surveys are just getting started! It has been two years since we did the first round of satisfaction surveys and it's time for another set. Here is the target timeline for satisfaction surveys ...

April	Perception Survey based on HLC Self Study Material Audience: Faculty and AP Staff
June	CSSAC Satisfaction Survey Audience: all Hourly Employees
July	APSAC Satisfaction Survey Audience: all AP Staff members
October	Full Time Faculty and Instructional Staff Satisfaction Survey Audience: Faculty and instructional staff members
November	Part Time Faculty Satisfaction Survey Audience: Part Time Faculty

These dates are targets and my need to be shifted as we get closer to them.

What are the steps for getting a survey out to us?

First you have to write a reasonable set of questions. To do this, I contact different offices on campus and ask them what they want to know. I also look at past surveys to see which topics need to be covered. Next, the whole survey and all information regarding it goes to the West Lafayette Human Subjects committee for their approval. This has been taking three to five weeks and has caused me to shift my calendar several times. Then it is off to the print shop, label all envelopes and send it out.

I noticed last time that I was not to put my name on the scantron but there was a red star and a check mark on the scantron. Do those marks identify those answers as mine? Are the answers really confidential and anonymous?

The red star and check mark identified the scantron as part of that particular survey but did in no way identify you with those answers. You see, there are those that question the results and since red scantrons are readily available, we needed a way to connect a set of scantrons with a particular survey. That way, nobody can claim we were stuffing the ballot box with extra scantrons whose answers would shift an answer one way or another. It's a simple system but seems to work well.

Yes, the answers are totally confidential and anonymous. I make no effort to connect a particular response with an individual. There are several hundred employees and you can choose to answer – or not answer – any question you want any way you want to. The open ended questions do give you a chance to write out your answers. However, last time, almost one in three open ended responses was typed and submitted that way. I actually prefer the typed answers – much easier to read! When I am through analyzing the results, all the originals are put in a big sealed enveloped and dropped in the shred bin. When I am analyzing the material the originals stay in a locked filing cabinet. For those that put their name on the scantron anyway ... I erase it first.

When is the visit?

731 days from today – April 16, 2009

In 731 we'll all have fun

The team will be here and our work will be done!

Tuesday Tidbits is a way to provide information about the upcoming accreditation visit by the Higher Learning Commission to the Purdue North Central Campus. Since the visiting team is interested in ALL aspects of the campus and its operation, this is being sent to all employees. If you have any questions about the accreditation process, or ideas for future Tidbits, please let me know.

Thanks!

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