Survey Resource Center Checklist

<u>Should I Conduct A Survey?</u>

What type of data or information are you collecting? **Check any of the boxes that apply**. If you have more checked boxes in the "Survey" column than the other two, please submit an askPGCC ticket for the Survey Resource Center and use the checklist on the next page to determine the services you will need. If you have more boxes checked in the "Focus Group/Interviews" or "Institutional Data" columns, please submit an askPGCC ticket for Data Reporting. **Keep this checklist to inform any conversations with the Survey Resource Center.**

Survey	Focus Group/Interviews	Institutional Data
☐ Attitudes, behaviors, self-perceptions ☐ Knowledge ☐ Needs and wants ☐ Factual information ☐ Fast, cost effective way to collect information ☐ Information that is not readily available through other means ☐ Up to 2 open-ended/exploratory questions ☐ Information that does NOT require you to interact with your participants ☐ Board information about specific topics ☐ Customer satisfaction (e.g., student, employee, general public, etc.)	☐ In-depth information about people's experiences with programs, courses, processes, etc. ☐ Information that requires you to interact with your participants ☐ Asking more than 2 open-ended/ exploratory questions ☐ Information you need is not readily available through other means ☐ Your target population is a small, specific group	☐ Student Grades ☐ Directory Information (e.g., email, phone number, etc.) ☐ Student IDs ☐ Course information (e.g., number of sections, section IDs, etc.) ☐ Key Performance Indicators (KPIs) ☐ Published data (e.g., IPEDS, Performance Accountability Report, MACC Databook, etc.)

What type of Survey Assistance do I need?

Use this to determine the category(ies) of service that you need in order to successfully conduct your survey. **Check any of the tasks below that apply to your survey project**. In the askPGCC ticket, check any of the categories under which you have selected at least one task. You may select more than one category in the askPGCC ticket. **Keep this checklist to inform any conversations with the Survey Resource Center.**

Notification of intent to survey

- ☐ For any survey that is sent to fewer than 50 people at the College, it is recommended but not required to notify RAE.
- ☐ For any survey that is sent to more than 50 people at the College, RAE should be contacted, and the survey will be placed on RAE's internal survey calendar.
- Consultation
  - ☐ Discussing research questions/timeline/platform
  - ☐ Editing existing survey questions
  - ☐ Survey question development
  - ☐ Help determine the appropriateness of existing external surveys
  - ☐ List of participants from institutional database
  - ☐ Review/edit survey invitation recruitment and/or reminder emails
- Survey Building
  - ☐ Help build the survey in your online platform
  - ☐ Help build a paper/pencil survey
  - ☐ RAE builds the survey in RAE's Qualtrics (sends you a link to distribute and provides raw data file without analysis)
- Survey Administration
  - ☐ Distribute survey to participants (invitation emails and/or reminders)
  - ☐ Determine incentive winners, if applicable
  - ☐ Provide raw data file (without analysis)
- Data Analysis/Data Presentation
  - ☐ Data cleaning
  - ☐ Data analysis
  - ☐ Report development
  - ☐ Presentation of data