

**NC State Fall 2019 Campus Climate Survey
Appendix A: Email Invitation and Reminders**

**CCS Fall 2019
Email Invitation
Wednesday, September 25**

From: "NC State Chancellor Woodson " <studentsurveys@ncsu.edu>
Subject: NC State Campus Climate Survey - Your opinions matter to us!

Dear [FIRST NAME]:

A key goal of NC State University is to enhance a diverse and inclusive campus community that celebrates and nurtures demographic and intellectual diversity. As part of our ongoing efforts to help achieve the goal of a safe, tolerant, and inclusive campus, about every five years we ask all NC State undergraduate and graduate students to participate in a confidential survey asking for their opinions and experiences related to diversity and the campus climate. By routinely administering the Campus Climate Survey we are able to track progress in achieving goals and help identify rising concerns.

While your participation is completely voluntary, we hope that you will take time to share your opinions so NC State can continue to build a diverse, tolerant and safe campus. It is very important that as many students as possible from all backgrounds and all experiences share their views and opinions so that we have the most representative data. Please take this opportunity to let your voice be heard.

To show our appreciation for your participation, we will randomly select 25 respondents who complete the survey by 9 a.m. on Tuesday, October 8 to win a \$25 Amazon.com gift card. In addition, all students who complete the survey before it closes on October 21 will be entered into a drawing in which five students will be selected to each win a \$75 Amazon.com gift card.

You will need to provide your Unity logon to access the survey. This will allow staff to check your name off the mailing list when your survey is submitted, and will enable us to link your responses to other information in your student record to help better understand your answers. Be assured that we will protect your identity and keep your responses confidential. The survey data are stored in a secure location, our reports remove all personally identifying information, and your responses are combined with those from other students. With the exception of the final section of the survey, asking for your suggestions on ways to improve the University, individual responses are not available for use by others.

You can access the survey at the following URL:
go.ncsu.edu/campus.climate.survey

It should only take about 25 minutes to complete the survey.

Please be sure to complete the survey by October 21 to be eligible to win a \$25 and/or \$75 Amazon.com gift card. If you have any problems accessing the survey, please contact the Office of Institutional Research and Planning at 919.515.4184 or email studentsurveys@ncsu.edu. Thank you in advance for helping us meet our goal of providing the best possible learning and living experience at NC State.

Sincerely,
W. Randolph Woodson, Chancellor

CCS Fall 2019
Email reminder #1
October 1, 2019

To: CCS partial and non-respondents
From: "VP Sheri Schwab, NCSU Office of Institutional Equity and Diversity " <studentsurveys@ncsu.edu>
Subject: Campus Climate Survey - We need your input!

Dear \${e://Field/NC_FIRST_NAME_PRI}:

Last week Chancellor Woodson sent you an email about an important survey we are doing on campus - - perhaps you've also seen information about the survey posted to various websites, read articles, or heard people talking about it. As Vice Provost for the Office of Institutional Equity and Diversity, I am writing to encourage you to help us assess the current campus climate and understand attitudes about diversity and inclusion. If you have already completed the Campus Climate Survey, thank you very much! If not, we hope you take the opportunity now to participate and share your opinions with us.

To show our appreciation for your time we will be randomly selecting 25 students who submit the survey by 9:00 AM, Tuesday October 8, to each win a \$25 Amazon.com gift card. In addition, all students who complete the survey before it closes on October 21 will be entered into a drawing in which we will randomly select five students to each win a \$75 Amazon.com gift card.

It is very important that we have as much input as possible in making decisions that affect our campus community. While your participation is completely voluntary, providing us with your views and opinions will help ensure that we have the most representative data. Please don't miss this opportunity to have your voice heard!

It should only take about 25 minutes to complete the confidential survey, which you can access online at:
go.ncsu.edu/campus.climate.survey

(Note that if you have already started the survey, when you log back in you will be taken to where you left off.)

Be sure to complete the survey by October 21 to be eligible to win up to \$100! If you have any problems accessing the survey, please contact the Office of Institutional Research and Planning at 919.515.4184 or email studentsurveys@ncsu.edu.

Thank you in advance for helping us meet our goal of providing the best possible learning and living experience at NC State.

Sincerely,
Sheri Schwab, Interim Vice Provost
Office for Institutional Equity and Diversity

CCS Fall 2019
Email reminder #2
October 7, 2019

To: CCS partial and non-respondents
From: "Nancy Whelchel, Office of Institutional Research and Planning" <studentsurveys@ncsu.edu>
Subject: Reminder: Early deadline for Campus Climate Survey

Dear FIRST NAME,

We've been trying to reach you about an important campus initiative -- the opportunity to share your opinions and experiences related to the campus climate at NC State. On behalf of the Office of Institutional Equity and Diversity, I am responsible for administering the survey, and see that as of about 9:00AM on Monday, October 7, we do not have a record of you completing it. Many of you started but have not completed the survey -- after you log in you will be taken to where you left off.

As a reminder, we will be randomly selecting 25 students who submit the survey by 9:00 AM tomorrow (Tuesday October 8) to each win a \$25 Amazon.com gift card. In addition, all students who complete the survey before it closes on October 21 will be entered into a drawing in which we will randomly select five students to each win a \$75 Amazon.com gift card.

It should only take about 25 minutes to complete the confidential survey. While that might sound like a lot of time, the survey covers a wide range of areas related to diversity and inclusion on which we need to get your feedback.

Take the survey now at go.ncsu.edu/campus.climate.survey

It is very important that we have as much input as possible in making decisions that affect our campus community. While your participation is completely voluntary, providing us with your views and opinions will help ensure that we have the most representative data. Please don't miss this opportunity to have your voice heard!

If you have any problems accessing the survey, or questions about this initiative, please contact me at 919.515.4184 or email studentsurveys@ncsu.edu.

Sincerely,
Nancy Whelchel, PhD
Director for Survey Research
Office of Institutional Research and Planning

CCS Fall 2019
Email reminder #3
October 14, 2019

To: CCS partial and non-respondents
From: " Sheri Schwab, VP Office of Institutional Equity and Diversity " <studentsurveys@ncsu.edu>
Subject: What's YOUR opinion about diversity at NC State?

Dear \${e://Field/NC_FIRST_NAME_PRF}:

As Vice Provost for Institutional Equity and Diversity, and the Title IX Coordinator for NC State, I take great pride in our efforts to create and support a diverse and inclusive environment for all our students, faculty, and staff. In order to ensure that we are meeting our goals and, importantly, to identify areas on which to improve, NC State routinely surveys our students to ask for their candid opinions on the campus environment. Whatever your thoughts and experiences, please don't miss this opportunity to share them with us by participating in the Campus Climate Survey. ALL voices and opinions matter – make sure yours is heard!

The confidential survey is available online at go.ncsu.edu/campus.climate.survey

Your participation is voluntary, and I know everyone is busy, but it would be very helpful and much appreciated if you could take about 20 minutes of your time between now and October 21 to complete the survey. Many of you have already started but not yet completed the survey - - If that's the case after you log in you will be taken to where you left off.

Twenty-five students who completed the survey by the October 8 deadline have already been selected to each win a \$25 Amazon.com gift card. There's still a chance you might also be a winner! Everyone who submits the survey by noon on October 21 will be entered into a drawing in which five respondents will be randomly selected to each win a ** \$75 ** Amazon.com gift card. So, you can help us evaluate the campus climate AND maybe win a great prize!

If you have any questions about the project, or problems accessing the survey please email studentsurveys@ncsu.edu or call 919.515.4184.

Thank you very much for your help.

Sincerely,
Sheri Schwab
Vice Provost for Institutional Equity and Diversity

CCS Fall 2019
Final Email Reminder
October 18, 2019

To: CCS partial and non-respondents
From: "SB and GSA Presidents " <studentsurveys@ncsu.edu>
Subject: Final reminder: Your thoughts on the campus climate

Dear Fellow Students:

We are emailing to encourage you to participate in an important survey NC State is administering on campus to help us better understand attitudes about diversity, and to assess the current campus climate from the student perspective.

We need as much input as possible when making decisions that affect our campus community. Recent events at NC State and other campuses around the country emphasize how important it is to systematically gather and report on information related to the campus climate. All opinions and experiences matter!

While your participation in the survey is completely voluntary and confidential, providing us with your honest views and opinions will help ensure that we have the most representative data. Such data goes a long way in our working with the campus community and senior leaders to advocate for the students of NC State.

You can access the survey online at
go.ncsu.edu/campus.climate.survey

It will likely take about 25 minutes to complete the survey - - it is quite comprehensive. Because the Campus Climate Survey is administered only every five years, we need to take this opportunity to collect a wide breadth of information.

The deadline for completing the survey is Monday, October 21 at noon. All students who complete the survey by the deadline will be entered into a drawing in which five students will each win a \$75 Amazon.com gift card.

If you have any difficulty accessing the survey, please contact the Office of Institutional Research and Planning at 919.515.4184 or email studentsurveys@ncsu.edu.

Thank you in advance for helping us meet our goal of providing the best possible learning and living experience at NC State.

Emma Carter, President, Student Body
James Withrow, President, Graduate Student Association