Survey Advisory Committee Meeting
September 16, 2013
9:00 – 10:30 AM
Poe Hall Rm 120
Meeting Minutes

Members present: Nancy Whelchel, Mike Cobb, Leslie Dare, Jason DeRousie, Doug Gillan, Sarah Lannom, Stan North Martin, Malina Monaco, Marguerite Moore, Brian O'Sullivan, Deb Paxton, Donna Petherbridge, Tracey Ray, Kevin Rice, Matt Stimpson, Holly Swart, Paul Umbach

Not attending: Michael Carter, Bill Oxenham, Sheri Schwab

Call to order: Nancy Whelchel called the meeting to order at 9:05.

Welcome and Introductions
After members introduced themselves Nancy gave a summary of the rationale for the make-up of the committee, went over the charge, and gave a brief summary of what we had accomplished up to this point.

Google Drive overview
SAC is going to be extensively using a shared Google Drive to distribute and collaborate on materials. Stan gave a brief primer on using a shared Google Drive and documents in it, as well as emailing using the SAC "group." Almost all members indicated they are familiar with and comfortable using a shared Google Drive.

Summary of 2011-2013 Report
Nancy informed the group that the Provost had approved the recommendations submitted in the 2011-2013 SAC report, then briefly went over each of the recommendations. In summary, those recommendations are to
- Create a regulation requiring all those planning on administering a survey to members of the NCSU campus community to participate in a registration process
- Require that all those conducting a survey of members of the NCSU campus community to work with UPA to identify the survey population and, as appropriate, obtain samples
- Create a campus-wide Survey Activities Calendar
- Reappoint SAC

Nancy gave a brief overview of the online Survey Registration Form and Survey Activities Calendar, and went over usage statistics. Thus far information about the registration form and calendar has only been spread by word of mouth, but excluding UPA surveys over 20 surveys have been registered and posted to the calendar. Nancy and Deb Paxton clarified that IRB and UPA are coordinating efforts to identify surveys of members of the NCSU campus community (particularly those being administered by people not affiliated with NCSU) in order to point those people to the registration form and have them contact Nancy to obtain their survey population.

Nancy clarified that at this point we have not been approved to draft a Regulation that includes mechanisms for evaluating surveys and prohibiting those not meeting some criteria from being administered. A primary goal at this point is to establish a mechanism for tracking the number of surveys being administered. However, in collecting such information we can attempt to encourage those wanting to conduct a survey to carefully consider the need for a survey, when they administer their survey, and to whom they are administering it.

The group discussed how to go about drafting a Regulation, and what concerns need to be addressed in preparing it. Nancy said that she had been encouraged to work with Betsy Brown, VP for Faculty Affairs, in drafting the Regulation, and that she would create a small sub-committee to work on it with the two of them. Sara explained the process for establishing a Regulation is to send the draft to General Council for

review, vet it through appropriate constituencies on campus, present it to the Executive Officers for their approval, then present it again to General Council for their final review and approval. There was some discussion about including a Standard Operating Procedures along with the Regulation to address logistical issues that do not need to be included in the Regulation, but that we might need to include for clarification on processes.

The group had various opinions on the timing of creating the Regulation. Some suggested that we should move forward quickly to maintain the momentum creating in submitting the report and getting the approval of the Provost, while others think it might be prudent to move more slowly.

There was a lot of discussion about vetting the Regulation. The general consensus was that it would be better for relevant constituents on campus to be informed about the upcoming Regulation and get their input on it. The group suggested giving presentations to:
- Faculty Senate
- Department Heads
- Associate Deans
- Staff Senate
- Distance Education Program Coordinators
- University Research Committee
- University Graduate Student Association
- Student Government

The possibility of administering a survey on survey activities was suggested. If a goal is to get a complete scan of all survey activities, rather than just those meeting our criteria, this might be the best way to get the most information.

The group discussed the need to educate the campus community on survey best practices, including sampling.

Concerns raised include:
- We will need to be very specific in what does and does not constitute a 'survey.' Similarly, we will need to be very specific about what survey activities are covered by the Regulation. E.G., Previously we had been talking about excluding faculty surveys of their students, but does that disadvantage DASA units who consider their users "their" students (e.g., Health Services)?
- What goes on the calendar? Even in limiting what is a "survey" and what surveys are included, the calendar could get very crowded.

THANKS to Malina Monaco for providing bagels and coffee for our meeting!

NOTE: Post-Meeting Updates
- **Discussion with Karen Helm**
  In summarizing the meeting with Karen Helm, the Provost liaison for SAC, Karen expressed her opinion that the Regulation be drafted as soon as possible. She sees vetting as very important, but thinks we need to move forward with the process.
- **Membership**
  Our UGSA representative has had to step down due to other commitments. The UGSA chair is trying to identify a replacement. The Student Government Association has been unable to identify a representative.

Next Steps
- Nancy will prepare a brief presentation, and contact various groups to get on their calendar
- Nancy will send an Gmail appointment for our next meetings

Next Meeting
- Monday, October 21, 9:00-10:30, DH Hill Library, Faculty Senate Chambers (Rm 2320)

Homework…

For our next meeting, I would like the group to discuss specific concerns raised about the registration form and calendar so that we can include that information in either the Regulation or Standard Operating Procedure. I have started a document in the "Regulation" folder of our Google Drive for members to add their thoughts.

(https://drive.google.com/a/ncsu.edu/?tab=co#folders/0BwYyChkINf99UjMtQ3NxSi1MZVE)

- What constitutes a "survey" for the purpose of the Regulation?
- Inclusion and/or exclusion criteria for surveys (meeting above requirement) to submit the survey registration form. (Review the current specs in the recommendations of our annual report.)
- What enforcement mechanisms and/or penalties for non-compliance do you suggest?
- Under what circumstances should a survey be excluded from the Survey Activities Calendar?

It might also be helpful to review the AIR conference presentation in the 'Research' folder of our shared Google Drive.