

CONDUCTING SURVEYS:

Council of Deans Minutes of the Meeting of January 23, 2008

All members and units of the University are required to seek approval and sign off from the Office of Institutional Research before undertaking a survey. Notable exceptions to this policy include small-scale surveys carried out within class, as part of student research projects approved by the Institutional Review Board or undertaken for departmental assessment projects. Surveyors are required to deposit their results and reports with the Office of Institutional Research. The Institutional Research Office will function as the campus resource, coordinator, and approval authority for all projects, internal and external, print and electronic.

An appropriate website will be created for the Office of Institutional Research, and this website will provide easy access to some common data and reports through password protected usage.

The Council also recommended that the units not covered by the membership of the Council of Deans also adopt this policy. Thus, it recommends that the policy be considered at the President's Council and adopted by all vice presidents.