

Survey Guidelines & Data Security

In support of Xavier University's research and assessment efforts, The Office of Institutional Research coordinates and supports university survey projects. Our services are intended to optimize the quality of study conducted, minimize survey fatigue, and ensure optimal response rates.

Xavier University regularly administers large surveys to undergraduate students, graduate students, and alumni. The data collected can be used to answer many of the research questions proposed on new survey instruments. Institutional Research can help you consider ways in which the existing data can address your question and help you consider alternative methodologies where appropriate for collecting data such as focus groups and face-to-face interviews. These approaches have important advantages and may be a better choice than a survey.

Data Security

Due to increased phishing and spamming attempts on Xavier's campus, beginning on January 1, 2019, these new measures will be in place to ensure that data is protected and that official university surveys are not rejected as a phishing attempt.

1. Qualtrics is Xavier's official online survey software. SurveyMonkey and other surveying tools should no longer be used to collect survey data from members of the Xavier community including students, employees, and alumni.
2. Coordinate your survey's launch date, reminder date, and closing date with Institutional Research. IR will alert the data security team that an official survey will be sent to the Xavier community.
3. Survey data should be saved on a secured Xavier drive. Storage of survey data is not permissible on a desktop, local computer drive, Dropbox, or Google document.
4. Questions asking respondents for sensitive data (e.g. Social Security Number) are not permissible. If a unique identifier is needed for your research purposes, IR can suggest alternative methods.

Important Survey Guidelines

- Due to increasing survey fatigue on campus resulting in lower response rates, coordinating with Xavier's survey calendar is important while you are planning your survey dates. Institutional Research maintains this [calendar](#) and it can be accessed on the Institutional Research Nexus site. Students should never be asked to complete more than one survey at a time. In semesters with high numbers of institutional surveys (NSSE, Pulse Survey, Title IX Survey, etc.), Institutional Research may restrict the number of other surveys sampling the Xavier student population. During these high survey times, requests for survey support and student contact information will be completed on a first-come, first-served basis.

- A survey invitation targeted to more than 100 members of the Xavier Community requires specific approval from the Office of Institutional Research.
- A survey invitation targeted to more than 500 current students requires specific approval of the Provost's Office. When seeking approval, include the survey's research purpose and the final research questions that will be sent to students.
- A survey sent to more than 500 members of the university community is to utilize Today at Xavier and the Announcements site for communications to faculty and staff, and to submit communications for inclusion in the SGA Student Weekly for communications to students. These can be submitted at xavier.edu/announcements. Any communication outside these channels to the university community, including email blasts, should go through University Communications via a request from a member of the President's Direct Reports.
- If your survey needs IRB approval, the IRB approval documentation must be submitted with each Survey Request Form. In determining whether your survey requires IRB approval, please see the IRB's FAQ ([IRB FAQ](#)) and contact the IRB directly (IRB@xavier.edu) with any questions about how to initiate the review process.

Support from Institutional Research

To notify Institutional Research of your survey and/or to request survey support, please complete a Survey Request Form (linked [here](#)) **1-3 months** in advance of the intended survey launching date. If IRB approval is required, documentation of your survey's "Approved" or "Exempt" status must be submitted as part of your Survey Request Form.

Faculty, staff and students may request consultation for:

- Coordinating with the university survey calendar
- Utilizing existing survey data to answer research questions
- Survey design or item construction
- Online survey administration
- Data analysis
- Identifying contact information for targeted population
- Requesting specialized Qualtrics training for your class or office

To access the Survey Request Form, click [here](#).

Qualtrics Use

To access Qualtrics, click [here](#) and enter your Xavier username and password.

Qualtrics, a leading online survey software, is available to all faculty, staff, and students. Institutional Research offers Qualtrics training throughout the year. These trainings are posted on the Hub and Xavier Today. Faculty using Qualtrics in their classes may request training from Institutional Research for their students. Additionally, Qualtrics has an abundance of training

videos online at <https://www.qualtrics.com/support/>. We recommend watching this video to get started.

While Qualtrics training videos are helpful, our Institutional Research training covers the following topics more robustly:

- Xavier's survey policies and guidelines
- Writing high quality survey questions
- Building, distributing, and reporting surveys in Qualtrics
- Utilizing advanced Qualtrics features for your survey
- Using Qualtrics to replace data collection in spreadsheets or other applications (i.e. Google Forms)

Institutional Surveys

The Office of Institutional Research regularly administers several surveys to large proportions of the Xavier community. These surveys include:

- **Campus Climate and Pulse Climate Surveys:** This survey assesses Xavier's climate, including the overall experiences of each population within the Xavier community.
 - **Survey Population:** All students, staff and faculty.
 - **Survey Frequency:** The Campus Climate survey will be administered every 6 years with the Pulse Climate survey administered in the offset years. The next administration of the Pulse Climate survey will be in February 2019, and the Campus Climate survey in Spring 2021.
- **Title IX Climate Survey:** This survey assesses Xavier's climate as it relates to Title IX.
 - **Survey Population:** All student, staff and faculty.
 - **Survey Frequency:** Annually, and the next administration will be in April 2019.
- **National Survey of Student Engagement (NSSE):** This survey measures student engagement in effective educational practices (level of challenge, active learning, student-faculty interaction, supportive environment, etc.).
 - **Survey Population:** All first-year and senior students.
 - **Survey Frequency:** Every three years, and the next administration will be in Spring 2020.
- **Alumni Survey:** This survey assesses alumni's perceptions of Xavier's impact on their personal professional growth and development. It also provides a detailed employment and education history.
 - **Survey Population:** Alumni 5 and 10 years after graduation.
 - **Survey Frequency:** Every two years, and the next survey administration will be in May 2019.
- **Graduate Student Experience Survey:** This survey measures graduate student satisfaction regarding various aspects of the Xavier graduate experience.
 - **Survey Population:** All graduate students.

- **Survey Frequency:** Every three years, and the next survey administration will be in Spring 2021.
- **Employment and Graduate School Survey (EGS):** This survey is used to collect the career outcomes of recent graduates.
 - **Survey Population:** Recent undergraduate graduates.
 - **Survey Frequency:** Annually, every summer.
- **Princeton Review Survey:** This survey is administered in order to be considered in Princeton Review Rankings.
 - **Survey Population:** All undergraduate students.
 - **Survey Frequency:** Every three years, and the next administration will be in Fall 2021.