

# Quick Guide to Macalester's Survey Policies

FREQUENT QUESTIONS	POLICY INFORMATION 2018-19 Academic Year
<b>Why have these policies been created?</b>	Students reported receiving 30+ survey per year. Mac's survey policies aim to reduce respondent burden, prioritize requests, and ensure best practices.
<b>To whom do these policies apply?</b>	All faculty, staff, students, campus offices, committees, or off-campus researchers who want to survey Macalester students, faculty, staff, or alumni
<b>Who created these policies?</b>	A task force of faculty and staff met in spring 2015 to develop these policies. The Senior Leadership of the campus approved the policies in May 2015.
<b>Who is responsible for reviewing survey proposals and implementing the policies?</b>	The Survey Coordination Committee (SCC). Members for 2018-19 are: Adam Johnson (chair), Nancy Bostrom, Deb Derringer, Polly Fassinger, Olga Gonzalez (SS-IRB chair), Geoffrey Gorham (IRB chair), and Andrew Wells.
<b>Do these policies require that I obtain approval before conducting a survey?</b>	Yes, most survey projects require SCC review unless exempt (see below). Those administering annual/recurring surveys that have already undergone full review can apply for expedited review for subsequent administrations.
<b>What types of projects are exempted from SCC review?</b>	<ul style="list-style-type: none"> <li>• Student course evaluations</li> <li>• Student evaluations of faculty for pre-tenure, tenure, or promotion</li> <li>• Feedback or evaluation forms for workshops, events, or (customer) service experiences, <i>if conducted within a 48 hour follow-up window</i></li> <li>• Surveys conducted within one classroom or course (such as MATH 155 students surveying each other)</li> <li>• Surveys conducted within the membership of an office, committee, student organization, or faculty department</li> <li>• Academic departments' assessment surveys of their majors and/or minors (current or alumni)</li> <li>• Surveys of department majors and/or minors (current or alumni) conducted for academic department reviews</li> <li>• Surveys of persons who are not Mac students, faculty, staff, or alumni</li> </ul> <p>The below activities are also <i>exempt</i> from review because they are not surveys:</p> <ul style="list-style-type: none"> <li>• Polls for scheduling meetings</li> <li>• Elections</li> <li>• Registration for events or activities &amp; RSVPs for events</li> <li>• Administrative record collection (e.g., requesting phone numbers)</li> <li>• Focus groups &amp; in-depth qualitative interviews</li> <li>• On-site human-subjects lab experiments</li> </ul>
<b>How do I apply for SCC review?</b>	In general, submissions require an application, a signed checklist, a copy of the survey, and a copy of recruitment messages. Application materials should be submitted to the SCC chair ( <a href="mailto:ajohns31@macalester.edu">ajohns31@macalester.edu</a> ). <a href="#">Detailed info HERE</a> .
<b>What is the expected timeline for review?</b>	Submit all materials at least <u>two weeks</u> prior to the launch of your survey.
<b>Do I need IRB permission to conduct my survey?</b>	Surveys conducted for academic research purposes require IRB review. Non-academic surveys whose results may be published or presented publicly require IRB review. Other non-academic surveys do not require IRB approval.
<b>Do students who conduct surveys for their classes need to apply for permission?</b>	A professor may obtain permission for an entire class if they notify the SCC by the end of the 2nd week of the semester. <a href="#">More info here</a> .
<b>Where can I locate additional information?</b>	On the Macalester <a href="#">Institutional Research webpage</a> or by contacting the 2018-19 SCC chair, Adam Johnson ( <a href="mailto:ajohns31@macalester.edu">ajohns31@macalester.edu</a> ).

