



California Health Sciences University

UNIVERSITY SURVEY POLICY

PURPOSE

This policy supports research at CHSU by providing a review process for certain proposed surveys.

SCOPE

This policy applies to all faculty, preceptors, staff, administration, students, residents, and anyone seeking to collect survey data pertaining to scholarly or administrative subjects from the CHSU community, alumni, or populations related in any way to CHSU. This policy includes surveys pertaining to academic assessment plans, and surveys administered or requested by third parties.

This policy does not apply to surveys conducted in a single classroom or during a course; surveys by and within memberships of individual student organizations; feedback or evaluation forms following events, workshops, or seminars; elections; interviews; mandatory surveys by external accreditors such as COCA; surveys approved by the Institutional Review Board (IRB); and collection of data for administrative purposes such as contact information.

POLICY STATEMENT

Except as provided in the scope of policy, CHSU requires that prior to initiating the survey process, surveys be reviewed and approved by the University's Office of Institutional Assessment, Effectiveness, and Research. The primary goals of the Survey Policy review process are to:

1. Reduce institutional survey fatigue and maximize response
2. Optimize data collection effectiveness through the timing of surveys following the university survey calendar
3. Minimize duplication and overlap of data collection



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4. Ensure best practices in survey design
5. Verify compliance with legislative privacy and data collection requirements
6. Follow accreditation guidelines

DEFINITIONS

“Survey” means any data collection activity that involves the solicitation of information or opinions from individuals or groups.

PROCEDURES

Prior to circulating surveys, proponents of surveys must submit the draft instrument as well as a written proposal describing the survey and its purpose to the University Office of Institutional Assessment, Effectiveness, and Research. The proposal should include the following information to be reviewed by OIAER:

A. GENERAL

1. Overview (goals and objectives, relevance to CHSU mission)
2. Similar Surveys Administered by the Institution (e.g., avoid data overlap and survey fatigue)
3. Design (target population, sampling plan, data collection instrument, timetable, cost estimate, resources involved, impact on time)
4. Statistical methodologies such as statistical power requirements and validation requirements (e.g., adequate sample size, and, for research-based studies, pre-testing, content validity, construct validity, convergent validity, reliability)
5. Policy Requirements (compliance with relevant CHSU policies, including the Completion of Evaluations and Surveys Policy, Data Classification Standards Policy, FERPA Policy, Governing Statute Number 3 Confidentiality of Information, University Code of Ethical Conduct, Ethics in Research Policy, Privacy of Personal Information Policy, Statement on Professional Ethics for Faculty, Student HIPAA Training Policy,



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Policy for Requesting Student and Employee Data, Records Management Policy, Student Research and Scholarly Activity Policy, and Release of Directory Information Policy)

6. Accreditor Requirements (American Osteopathic Association Code of Ethics, WSCUC, policies of other professional accreditors)
7. Standard survey practices followed by other researchers in their field
8. Legislative Compliance (privacy and confidentiality protections, non-discrimination against participants, HIPAA and FERPA)
9. Response Rate Maximization (plan to achieve the highest possible response including motivational elements)
10. Program Approval (for surveys which plan to use student populations)

B. DATA COLLECTION

1. Sampling Frames (statistically appropriate to reflect the general population)
2. Notifications to Respondents (reasons for survey, planned use of information, confidentiality pledge, estimate of burden to respondent, informed consent, voluntary nature)
3. Methodology (balance between data quality versus measurement error with low burden on respondents)

C. DATA PROCESSING AND EDITING

1. Data Editing (editing to mitigate or correct detectable errors)
2. Response Rate Calculation and Nonresponse Analysis (statistical methods and formulary to mitigate potential nonresponse bias, including weighted unit response rates)
3. Microdata and Data Protection (production, use, storage, and transmittal privacy safeguards and prevention of legislative violations including FERPA and HIPAA, methods to prevent unauthorized disclosure)
4. Acknowledgment that all data created is the intellectual property of CHSU, including student surveys



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D. DISSEMINATION OF SURVEY INFORMATION

1. Plan for Release of Information and Results (publishing results or releasing survey data)
 2. Following review of the survey instrument and proposal, the Office of Institutional Assessment, Effectiveness, and Research will notify the proponents as to whether the survey is approved and identify any required modifications to the Proposal. In the event that the survey is not approved for distribution, within five business days of receiving the decision from the Office of Institutional Assessment, the survey proponent may request that the Provost review the decision. Requests for review should be sent by email to the Provost and include a short explanation as to the reason(s) why CHSU should allow the survey to be distributed.
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RESPONSIBILITIES

The Vice President of Research is responsible for implementing this policy.

HISTORY (R*)

Approval Date:

01/09/2024

Revision Date(s):

12/11/2023

Reviewed Date(s):

R: Vice President of Research

A: Office of Institutional Assessment, Effectiveness and Research

C: Program Deans, Program Directors, Director of IT, Research and Scholarship Committee, Human Resources

I: Faculty, Preceptors, Staff, Administration, Students, Residents