Blue Mountain Community College
Administrative Procedure

Procedure Title: **Survey Approval and Administration**
Procedure Number: **05-2008-0002**
Board Policy Reference: IV.A. General Executive Direction
NWCCU Standard:

Accountable Administrator: Vice President, Instruction
Position responsible for updating: Vice President, Instruction
Original Date: November 3, 2008
Date Approved by Cabinet: 11-25-08
Authorizing Signature: *Signed original on file*
Date Posted on Web: 08-24-09
Revised:
Reviewed: 09-13

Purpose/Principle/Definitions:
The administration of surveys (i.e. primarily usage and satisfaction surveys) is an inherent aspect of effective assessment of BMCC services. Surveys must be centrally controlled to assure quality and to prevent redundant/over-surveying, all of which compromise valid and reliable results.

Guidelines:
All proposed surveys must be submitted to the Office of Instruction for approval. All surveys must also be submitted to the Institutional Review Board (see Procedure Number 06-2006-0004) to assure compliance with the *Uniform Federal Policy for the Protection of Human Subjects.* The following items must be contained in the submission to the Office of Instruction:
1. Goal of the survey
2. Intended target population for the survey (who will take the survey)
3. Survey timeline (when it will be administered and reported)
4. Intended recipients of the results report
5. All questions to be included in the survey

The Office of Instruction can provide extensive tools for the preparation and administration of surveys. Those considering undertaking surveying activities are strongly encouraged to contact the Office of Instruction for guidance before beginning survey development.

Legal References:
   ORS 341.290 (3)
   ORS 341.425
   OAR 589-006-0050
   OAR 589-006-0100 (1)
   OAR 589-006-0200
   OAR 589-006-0300
   OAR 589-006-0400

   Family Educational Rights and Privacy Act, 20 U.S.C. Section 1232g; 34 CFR Part 99 (2000).

Protection of Pupil Rights, 20 U.S.C. Section 1232h; 34 CFR Part 98 (2000).