

## **Proposed Administrative Survey Registry**

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### **Administrative Survey Registry:**

Given the volume of surveys needed to collect data for assessment purposes (e.g., measurement of behaviors and values that cannot be assessed using student information system data alone) and a growing number of discipline-specific learning outcomes assessments taking the form of examinations, a system needs to be implemented to ensure data collection efforts:

- Avoid a redundancy of projects
- Administer valid, reliable instruments of high quality and consistency;
- Demonstrate professionalism in the way researchers present themselves to both internal and external LMU stakeholders;
- Benefit from a centralized support system;
- Collect data with the highest integrity by accounting for multiple campus survey efforts that could potentially over-tax respondents.

In a central registry (accessed on the campus website), all surveys proposed for administrative use on campus would be recorded. Surveys such as those conducted for faculty research projects or as part of the student evaluation of faculty would be excluded from this registry. Information stored in the registry would include:

- The instrument
- The population surveyed
- The administration method
- A description of any sampling technique used
- The schedule for the administration
- In general, the purpose for collecting the data
- An optional report of findings
- And any other relevant details.

Offices, programs, or individuals wishing to reach campus-affiliated populations with administrative survey research (including accreditation-related or learning outcomes assessment projects using survey research) would have to submit the information bulleted above to the Director of Assessment and Data Analysis for his office's assistance in instrument design, data collection, and data analysis. By centralizing the campus's information regarding its survey activities, best practices can be shared more efficiently, and planning for survey administration can avoid multiple surveys reaching the same population at the same time and interfering with each individual survey's integrity.

Examinations of students' skills or knowledge would not be posted on this site, as they would need to remain confidential; however, parties conducting such learning outcomes

research could utilize the technology available through this proposal for the administration of such assessment.

Survey administration and reporting would remain the responsibility of the office, program, or individual utilizing the data collected. Should a survey effort be deemed to be of benefit to multiple offices and areas at the institution, Assessment and Data Analysis would coordinate the effort to administer the surveys and to present the findings.