PURPOSE OF SURVEYS

Surveys provide a methodical means of collecting information related to programmatic goals, objectives and/or topics of interest. When effectively designed and administered, surveys can yield meaningful statistics that will guide future directions. At TSU College of Pharmacy and Health Sciences, survey instruments are important to gather information from faculty, staff, students, and alumni to inform continuous quality improvement efforts and guide programmatic development.

BASIS FOR COORDINATION

As the demand for survey administration increases in the College, we want to ensure that the potential for duplicative efforts are minimized. The insurge of new technologies makes it easier to conduct surveys, therefore increases the possibility of over-surveying. Survey burdening can impact response rates and validity. As a College we must pay closer attention to a) the rationale for surveys, b) the design and coordination of surveys throughout the COPHS, and c) meaningful use of results to inform and guide programmatic improvement. Monitoring survey administration within the College would serve to improve the quality and timing of surveys and help the College get the most out of survey results.

POLICIES AND PROCEDURES

a. External Requests

Faculty, staff, or students who receive request from external institutions or individuals to distribute surveys to the College’s stakeholders must consult with the Office of Assessment, Planning and Effectiveness (OAPE) prior to committing to the distribution of such request. This allows OAPE time to discuss the request with the AEIC, appropriate individuals, and office(s) within the College to determine the relative importance and impact of distributing external surveys. The OAPE and AEIC will make a decision regarding the distribution of surveys to the College stakeholders.

b. Faculty, Staff, and Students Requests

Faculty, staff, or students at the College of Pharmacy and Health Sciences interested in administering surveys of stakeholders within the College are strongly encouraged to consult with the OAPE prior to development of a survey to determine whether data already exist that will meet your needs or whether similar efforts are underway. As an initial point of reference, please contact Dr. Roddrick Jones at 713-313-1304 or via email at jonesrd@tsu.edu, and/or Dr. Kimberly Pounds, at 713-313-1206 or via email at poundskl@tsu.edu.
c. **Survey Request Form Submission**

   Once the requester is ready to move forward with a survey, he/she must submit a brief online Survey Request Form to the OAPE (*the form is available on the OAPE website*). The online Survey Request Form will ask for information regarding purpose of the survey, intended population, timing of administration, and the survey questions.

   The OAPE team works with the Assessment, Evaluation, and Improvement Committee (AEIC) to review the Survey Request Form to make recommendations and suggestions for successful administration of the instrument.

d. **Survey Request Forms Received**

   Once a survey request form has been submitted to the OAPE, all survey requests will be reviewed and acted upon by the OAPE/AEIC within 7 days of the date of receipt.

   The OAPE will work closely with the offices or individuals directly associated with the particular survey request to gather more information, ensure a collaborative approach to decision-making, and confirm that efforts are well thought out and coordinated. For surveys pertaining to pre-professional, professional or graduate students, the OAPE will consult with the Office of Student Affairs when reviewing all survey request forms.

---

**Survey Calendar**