

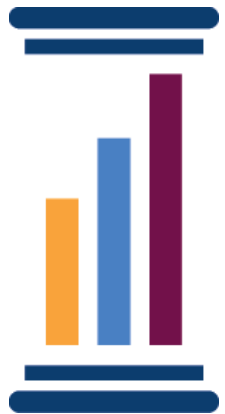
# An Overview of Survey Preparations for NSSE



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# Topics Covered

- **How's and what's of survey preparation**
- **New features available in NSSE 2017**



# Fall – NSSE Survey Prep

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**NSSE survey preparations include two distinct phases:**

*Customizing NSSE* – September 12 to October 21

*Contacting Students* – October 12 to November 4

# Fall – NSSE Survey Prep

## *Customizing NSSE – September 12 to October 21*

- **Topical modules** – append up to two extra question sets to the core survey *New module in 2017*
- **Consortium & System** – choose to participate in a consortium or system that administers additional questions
- **Survey Student Feedback Question** – select the text you would like to use for the open-ended feedback at the end of the survey *New in 2017*
- **Institutional logo** – submit an image of your school's logo to appear on the informed consent page of the web survey

# Fall – NSSE Survey Prep

## *Contacting Students* – October 12 to November 4

- **Calendar/Recruitment Schedule** – enter term dates for your campus on NSSE’s calendar tool to create your student recruitment mailing schedule
- **Incentive** – decide what, if any, incentive to make available, and finalize incentive text
- **Recruitment Messages**- customize message content, the ‘from’ field, and signatory
- **Student portal/LMS survey links** – choose whether to upload survey links within the student portal/LMS *Introduced in 2016*
- **Population file**– upload an excel file of all first-year and senior students according to NSSE population file specifications
  - Changes in 2017:*
    - Report Sample variable**
    - Updated SAT scores**

# Spring

- **Distribute promotional materials**  
Posters, flyers, news items, social media, departmental websites, etc.
- **Coordinate & communicate with colleagues**  
Deans and FY Program staff, student groups, faculty, and send regular updates
- **Monitor the survey administration**  
Population file updates  
Response rate and disposition information available on the Institution Interface



# IRB considerations

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- Participating in NSSE is voluntary and it's important promotions don't suggest otherwise
- Results are confidential, not anonymous
- Limited to 7 direct recruitment attempts (5 are sent by NSSE staff, up to 2 additional, optional messages can be sent from your campus)
- Incentives must be detailed in recruitment messages, equally available to all participants, and finalized by November 4.
- Consult your campus IRB policy for local guidelines

# After the survey

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Customize comparison groups for Institutional Reports, beginning about the end of May.

Customize the major fields used in your Major Reports, usually in July.

You will be notified by email when these features become available, but file this information away so that you don't miss these opportunities at report customization.



# Thank you for participating

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