



Protocol for Analysis and Reporting of Survey Data

The Office of Institutional Research and Effectiveness (OIRE) utilizes the following protocol for the analysis of survey data, the generation of final reports, and for the dissemination and publication of survey results:

- 1) Survey reports will utilize a standardized OIRE report format, which includes a title page and executive summary outlining the survey population selection parameters, description of de-identification of respondents, response rates, demographics, methodology for data analysis, and other survey information as applicable.
- 2) Surveys are administered via the Survey software Qualtrics. Anonymity is ensured through use of an *Anonymous Link* function provided in the software. The *Anonymous Link* ensures that no personal information, including the respondent's name or e-mail address, is collected during survey administration. In addition, the software is set to *anonymize responses*, which further ensures that IP addresses are not linked to survey participants. In cases where personal information is needed—such as for gift card drawings—a separate survey requesting participants' contact details will be distributed. Projects that require the identification of participants will be developed on a case-by-case basis, confidentiality will be prioritized, and data will be reported in the aggregate.
- 3) For closed-ended survey items (e.g., Likert scale ratings, multiple choice items, etc.), quantitative analyses will be conducted; data tables and charts/graphs displaying item-level and aggregated responses will be provided; and N's will be included in tables and on corresponding charts/graphs. Analysis by respondent unit (e.g., school, department, administrative unit, etc.) will be dependent upon survey purpose, need for data breakdowns, frequency and type of responses received. Where less than 5 individuals respond, item responses will not be included in reports for general distribution (items will be shown as having $N < 5$).
- 4) For open-ended items (open fields and comments), qualitative analyses will be conducted; themes will be generated; and a frequency chart of themes will be provided. Analysis by respondent unit (e.g., school, department, administrative unit, etc.) will be dependent upon survey purpose, need for data breakdowns, frequency and type of responses received. Sample narratives will not be published as part of the OIRE report, unless directed and/or approved by the President or Vice President for Academic Affairs
- 5) Reports will be released on the OIRE website that can be accessed through eRaider authentication. As a general rule, results will be available for public access unless they are exempt from disclosure under the Texas Public Information Act (PIA).
- 6) The President, Vice President for Academic Affairs, Faculty Affairs, Human Resources, Faculty Senate, and other academic or administrative units (as relevant) are responsible for identifying appropriate next steps for the use of the OIRE-generated data. OIRE will serve as a neutral party with the function of gathering and analyzing data, and disseminating results only. Any follow-up actions will need to be determined by the above-mentioned parties, as appropriate.
- 7) Each survey report might result in an *action plan*, and might require the need for further focused assessment(s) to verify findings of initial survey. The nature of further assessment(s) depends upon the nature of the findings in the initial report and requests for further analysis by the responsible party/unit (see section 6 above).
- 8) When respondents identify issues related to federal or state law violations or institutional policy violations, the specific administrative unit charged with responsibility for investigating these issues will be engaged [e.g., EEO issues – Associate Vice Chancellor of EEO; FERPA issues – TTUHSC El Paso FERPA officer; Title IX issues – TTUHSC El Paso Title IX officer; other compliance issues, (i.e., hostile workplace, fraud, etc.) – Compliance, Human Resources or General Counsel].