

Office of Planning and Assessment

Survey Criteria

The Office of Planning and Assessment (P&A) conducts surveys that have a university-wide impact as approved by the university leadership. These surveys advance the mission of teaching, learning, and service and meet federal and state mandates and national, regional, and discipline-specific accreditations.

P&A will conduct departmental surveys if they have a university-wide impact, meet university goals, and are statistically viable (**50 or more respondents**). Please consider the following before requesting a survey.

- Refer to the [Survey Data website](#) for information and reports regarding student perceptions that may answer questions without the need to re-survey the student population. The Graduating Student Survey is administered every long semester to UHCL graduates. The National Survey of Student Engagement (NSSE) is administered every spring to first-year and senior students.
- Consider other alternatives. UH-Clear Lake students, faculty, and staff are surveyed often; in order not to burden our populations, please consider other methods such as cohort focus groups, email, or telephone calls if appropriate.
- Contact the Office of Sponsored Programs to complete documents necessary for the [Protection of Human Subjects](#).
- Create your own survey, particularly if you are **polling fewer than 50 people**. Through a site license, Qualtrics is now available to faculty, staff, and students. It is user-friendly and you can find help at [Qualtrics University: Support and Training](#).

University-wide surveys take priority over departmental surveys.

Guidelines for Departmental Surveys

1. Please request your survey at least three weeks in advance of the opening date of the survey.
2. Provide P&A with respondents' contact information in an Excel file: LastName, FirstName, email address.
3. If necessary, meet with a P&A staff member to discuss the details of your survey. P&A maintains final approval of the survey design, including the survey format and survey questions.
4. P&A will collect written comments from survey respondents but will not analyze qualitative data. The P&A survey coordinator maintains final approval on qualitative survey output and reserves the right to delete or modify inappropriate text prior to survey result posting in compliance with FERPA and other regulations