

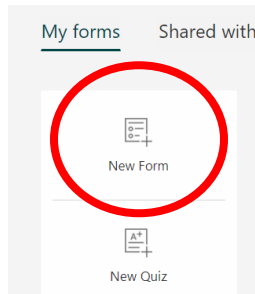
Recommended Practices for Course-End Surveys

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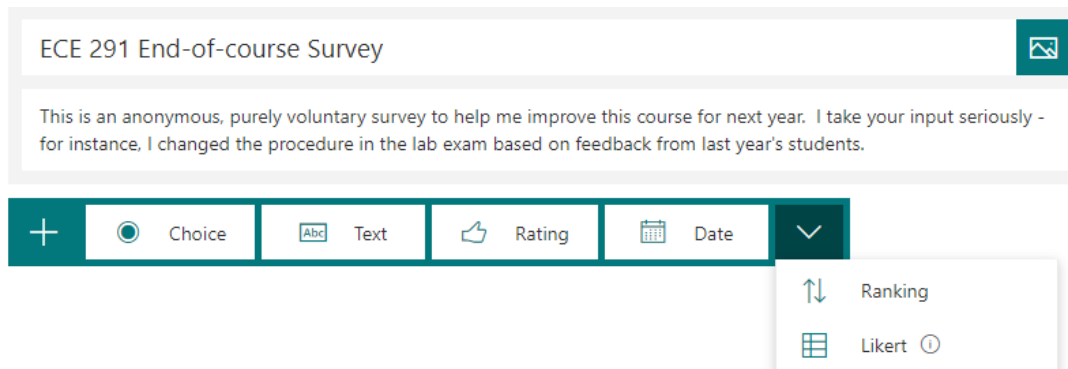
- Even though program improvement surveys are not human subjects research, the Belmont Report principles should still apply (in accord with our [Core Values](#))
- **Considerations**
 - The survey should be **voluntary**
 - Students shouldn't feel pressured to complete it
 - The **faculty should not know who completed** the survey
 - Do not make it a Teams "Assignment."
 - **Students should be informed** of the purpose: purely for program improvement (otherwise it is "research" and needs IRB approval)
 - to improve your course
 - to assess ABET student outcomes
 - to assess institutional learning outcomes
 - For instance, "This is an anonymous, purely voluntary survey to help me improve this course for next year. I take your input seriously - for instance, I changed the procedure in the lab exam based on feedback from last year's students."
 - The survey should be **anonymous**
 - But be cognizant of the ability to re-identify participants
 - **Do not solicit information of a personal nature**
 - Gender identity (unless needed for demographic analysis, it should not be the purpose of the survey)
 - Race, religion, cultural identification, medical or financial information
 - For in-person surveys, **the faculty member should leave the room**
 - Results should not be reviewed before grades are submitted
 - There should be no possibility of influencing grade assignment
 - **Only relevant faculty members should see the** data (e.g. the professor(s) teaching the course, the Department Chair, faculty involved with assessment)
 - Be careful if student workers assist in data analysis
 - Raw data should not leave the institution (aggregate data may be reported to ABET, Middle States, etc.)
 - **Use a reputable survey site:** Our internal MS Forms, [surveymonkey](#), [salgsite](#).
 - **Disable email address and IP address collection → See next page for how to do this using Microsoft Forms**

Creating an anonymous end-of-course survey using Microsoft Forms

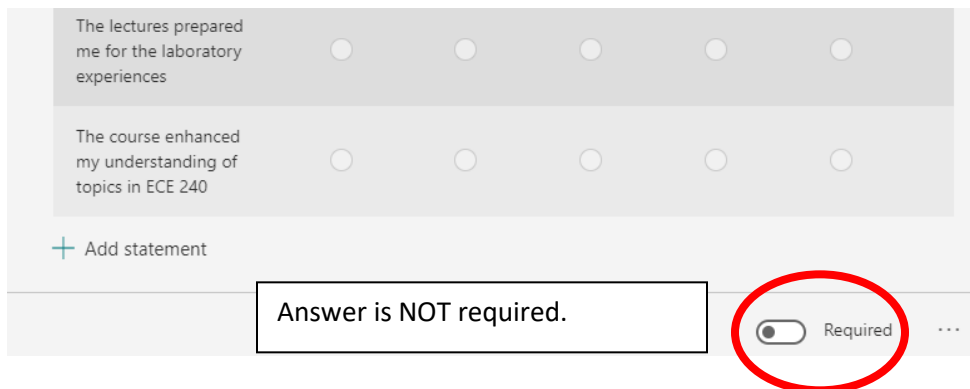
1. Login to <https://forms.office.com>
2. Create a **New Form**



3. Give your form a descriptive title and include information for students to provide informed consent. For example: "This is an anonymous, purely voluntary survey to help me improve this course for next year. I take your input seriously - for instance, I changed the procedure in the lab exam based on feedback from last year's students."
4. Then add questions. Click on the down arrow to add "Likert" questions:



5. Out of respect for our students and their privacy, do not mark questions as "required."



6. When you have finished adding questions, make the survey anonymous. Click on the ellipsis in the top right of the screen, select “Settings”:

Settings

Who can fill out this form

Anyone can respond

Only people in my organization can respond

Record name

One response per person

Specific people in my organization can respond

Options for responses

Accept responses

Start date

12/17/2020 6:00 P

End date

1/4/2021 6:15 PM

Shuffle questions

Show progress bar

Customize thank you message

Send and collect responses

Only people in my organization can respond

https://forms.office.com/Pages/Respon

Copy

Un-check this box

Check this to make sure that each student submits at most one response.

Start and end dates are optional.

Once the survey is open, Microsoft allows you to see responses immediately, but **please do not look at responses until you have submitted final course grades.**

7. Share your survey with your students: Click on “Share” and copy the link. Send via email or Teams message.

Send and collect responses

Only people in my organization can respond

https://forms.office.com/Pages/Respon

Copy

NOTE: If you set a start date, you should wait until the survey is open to send the link.

Questions? Contact Lisa Shay, Associate Dean for Educational Innovation, lisa.shay@cooper.edu