TO: NLU Community  
FROM: Carol R. Melnick, Vice Provost  
Terry Kiwala, Director of the Office of Institutional Research  
RE: Survey and Use of Data Guidelines  
DATE: July 31, 2003  

Online Survey Policy - Use of Web Surveyor and Similar Tools

NLU faculty and staff who wish to conduct a survey using the WebSurveyor program must contact Terry Kiwala, Director of the Office of Institutional Research (IR). Many surveys are being conducted at the university in order to satisfy requirements for accrediting bodies such as NCATE, ISBE and NCA, as well as to gather information for strategic planning and assessment efforts at both the college and university levels. To avoid saturation of the same population and thus improve response rates all surveys must be authorized by Institutional Research. To request a WebSurveyor account, please contact the Office of Institutional Research at x5273 or IR@nl.edu.

If the survey is being conducted for personal rather than institutional research (i.e. publication or presentation), in addition to the survey request to IR, the application needs to be made to NLU’s Institutional Research Review Board (IRRB). Application materials and guidelines may be found on the IRRB web site, http://irrb.nl.edu/. There are several menu items including “Faculty Informed Consent” which lead you to the application form itself, “Review of Faculty Research Involving Human Participants.” Another menu item provides guidelines and a checklist for writing an Informed Consent document for those conducting interviews, surveys and other research involving human participants.

Members of IRRB offer the guidelines below to clarify issues related to collection and use of assessment data:

INSTITUTIONAL RESEARCH AND GUIDELINES FOR NLU FACULTY AND STAFF USING UNIVERSITY ASSESSMENT DATA APRIL 30, 2003

Data that National-Louis University (NLU) faculty and staff collect and analyze for the purposes of institutional assessment, such as accreditation and self-study, belongs to the University. As such, NLU "owns" the data.

Faculty and staff who collect and analyze data for the purposes of institutional assessment do not have to complete the form "Review of Research Involving Human Participants," obtain informed consent, or obtain approval from IRRB. This kind of institutional assessment data is aggregated and confidential.

Any faculty or staff who wish to use existing institutional data for their own individual or collaborative group research, need to obtain permission via a signature from the Director of Institutional Research (IR) at NLU to use this data. For example, enrollment data belongs to Institutional Research.

Any faculty or staff who wish to use existing assessment data that specifically pertains to a college, needs permission via a signature from the respective dean or associate dean. Any faculty or staff who wish to use existing assessment data that specifically pertains to a department or program, needs permission via a signature from the respective department chair or program coordinator.

Depending on the assessment data that is being used, more than one signature may be required. All NLU faculty, students and staff engaged in research are required to follow the National-Louis University Human Participants Research Policy AP: 303 (041790). See the IRRB link within the Office of the Provost Web site.