



Medicine Hat College Procedure SURVEY

Procedure #: PR-RE-01-01
Procedure Authority: Director, Strategic Research and Analysis.
Executive Sponsor: Vice President, Administration and Finance.
Approved by: Vice President, Administration and Finance.
Effective Date: 01/11/2016

1. PURPOSE

This procedure provides clear direction on the process to be followed for the collection, interpretation and dissemination of data to the College community which does not fall under the umbrella of Existing Surveys. This process will ensure that data collection will be centrally coordinated, meaningful and reliable.

2. SUPPORTING

- RE-01 Survey Policy.

3. DEFINITIONS

- **Existing Surveys:** Any surveys conducted by Strategic Research & Analysis as part of regular business operations.
- **MHC or the College:** means Medicine Hat College
- **Medicine Hat College Community:** A Member of the Medicine Hat College Community, (Member(s), under this Policy includes, but is not limited to the following:
 - (a) Employee: any person who is employed by MHC or who provides services to MHC under an employment contract.
 - (b) Student: any person enrolled in study at MHC.
 - (c) Volunteer: any person performing work for MHC in an unpaid capacity.
 - (d) Contractor: an individual or company (and its employees) who provides services to MHC under a service contract (i.e. a non-employee-employer relationship).
 - (e) Community Member: any person working in collaboration with MHC for a business or an academic purpose or external community member.
- **FOIP:** Freedom of Information and Protection of Privacy Act.
- **Survey Review Committee:** A four-person committee comprised of the Vice President, Academic, the Vice President, Administration and Finance, the Director of Strategic Research & Analysis and President, Faculty Association, whose purpose is to review, assess, and make decisions on appeals regarding surveys.

4. PROCEDURE

All surveys must be approved by the Manager, Institutional Research unless approved as an Existing Survey.

Action	Responsible Officer
CONSULTATION	
<p>Any person or groups wishing to conduct a survey will consult with the Manager, Institutional Research at least two months prior to the requested survey release date, to consider:</p> <ul style="list-style-type: none"> • If there is other data available that would address the purpose of the survey; • Whether the data collection could be combined with other planned surveys; • Any approvals required by the Human Subjects Research Council approval; • Any FOIP Act or confidentiality policy issues; and • The optimal timing of the survey to avoid interference with other College surveys and to minimize survey fatigue. <p>If feasible/applicable, the Manager, Institutional Research will work with the applicant to conduct the survey in question.</p>	<p>Survey Requestor(s)</p>
APPEALS	
<p>If the request is denied by the Manager, Institutional Research, the applicant may submit a written appeal to the Survey Review Committee .</p> <p>The application will identify:</p> <ul style="list-style-type: none"> • The name of the group conducting or managing the survey; • How the survey aligns with the College’s Strategic Plan and priorities; • The purpose of the survey (topic, objectives, issues to be addressed, etc.); • The target population and intended sample size; • What data will be collected; • How the survey will be administered and the approach to be used; • How survey participants will be approached (e.g. direct request, online notice); • Planned timelines; • Frequency of the survey (will it be a one-time survey or administered on a cycle?); 	<p>Survey Requestor(s)</p>

<ul style="list-style-type: none"> • The personal information to be collected and how this information will be used, disclosed, and protected; and • How the data will be analyzed used, how the results will be communicated, and how the data will be retained. 	
<p>The Survey Review Committee reviews the appeal and responds within 4 weeks of application date. When an appeal is denied, applicants will receive written feedback, outlining the reason(s) for the decision.</p> <p>Approval to proceed will be granted based on a majority (50% + 1) of Survey Review Committee members present.</p>	<p>Survey Review Committee</p>
<p>REAPPLICATION</p>	
<p>A person or group whose appeal is denied may not reapply to conduct the same survey unless the survey is substantively different from the denied application. This includes addressing any reasons for denial included in the original decision.</p>	<p>Survey Requestor(s)</p>

5. ADDITIONAL INFORMATION

- Approval of a survey under this policy does not replace any requirements under any other MHC policy or any policy or regulation of any organization (e.g. Tri-Council granting agency) or level of government related to the survey.
- The Manager, Institutional Research and/or the Survey Review Committee may add conditions to an approval related to the timing of the survey, the size or sample, or the personal information to be collected.

ORIGINAL SIGNED

Wayne Resch
 Vice President, Administration and Finance

Date: January 8, 2016

DOCUMENT HISTORY

January 2016 Procedure Approved