

Requesting a Survey through the Office of Institutional Research and Effectiveness

Surveys can be an excellent tool for gathering data and information to assist in program/departmental planning, delivery of service, and evaluation. Knowing what individuals need, expect, or value is a key to success for any and every organization. The Joliet Junior College Office of Institutional Research and Effectiveness (OIR&E) can assist in planning, designing, administering, and analyzing an institutional survey. The OIR&E can administer the survey or guide you in your survey design. We can help you find an existing survey or develop a customized survey to meet your needs. All Surveys administered at JJC should be “approved” by the OIR&E to provide a measure of quality control.

Key steps to effective survey design:

- Identify the need for a survey, is the data already available?
 - *The first thing to ask is whether a survey is necessary to get the information you want or need*
- What is the research question – what do I want or need to know?
- Define the goals and objectives of the research project
- Select survey methodology: paper, email, or online?
- When is the best time to survey?
- Identify the target audience and sample
- Identify/create the questions
- Best format of the questions: scaled, closed or open ended, multiple choice, open text?
- Develop the survey process: responsible parties and timeline
- Collect and compile the data
- Analyze the data & compare with other relevant information if available
- Develop the report

It is requested that the results of the survey if not managed through OIR&E are submitted to our office to allow the information to be shared with faculty and staff at JJC.

Options:

The OIR&E develops the survey instrument based on information provided by the individual or group making the request, administers the survey, and compiles the results.

Survey will be developed, administered, compiled, and managed by an individual or group other than the JJC OIR&E (Survey Monkey password may be provided to the individual with management responsibility for the project).

Visit <http://www.jjc.edu> to access the [Data Request Form](#). Complete this form with your survey request and questions and choose which option from above you prefer for your survey. Please submit the form by attaching to the data request form.

Resources for Survey Design:

- [Survey Monkey Best Practices for Survey Design](#)
- [Doing Survey Research, A Guide to Quantitative Research Methods, Peter M. Nardi](#)
- [STATPAC – Free Survey and Questionnaire Design](#)
- [Conduct Surveys – a Step by Step Guide 4th Edition, Arlene Fink](#)
- [The Power of Survey Design: A User’s Guide for Managing Surveys, Interpreting Results, and Influencing Respondents, Giuseppe Iarossi](#)
- [The Research Methods Knowledge Base, Trochim, William M.](#)
- [Questionnaire Survey Research What Works, 2nd Edition, Linda A. Suskie](#)