

2018–2019 HEDS Diversity and Equity Campus Climate Survey

(Updated 11/09/18)

The HEDS Diversity and Equity Campus Climate Survey asks students, faculty, staff, and administrators about their:

- Perceptions of their institution's climate
- Perceptions of how their institution supports diversity and equity
- Experiences with discrimination and harassment at their institution

Institutions can use information from this survey to:

- Develop a better understanding of the extent to which their campus climate supports diversity and equity
- Inform and improve support, policies, and practices at their institution related to diversity and equity, including those aimed to prevent or respond to discrimination and harassment

The survey is designed to be administered to everyone in the campus community – students, faculty, staff, and administrators. The survey is designed for people who spend a significant amount of time on campus, not people who work remotely or students who take their courses primarily online. The survey usually takes less than 15 minutes to complete, and participants' responses are anonymous.

Survey Administration

You can administer the HEDS Diversity and Equity Campus Climate Survey for any 3–6 week period between December 1, 2018, and April 30, 2019. You must register at least three weeks prior to the date on which you plan to begin administering the survey.

Given the sensitive nature of the data from this survey, we suggest that you work with your campus's institutional review board (IRB) to review the process you will follow to ensure that all survey findings are treated appropriately and that the confidentiality of people who respond to the survey is protected. IRB approval will help to assure campus constituencies about the care with which your institution is treating the survey data and findings.

Administration Methods

We use an email administration method for this survey in order to guarantee the anonymity of people who take the survey. A member of the HEDS staff will send your students, faculty, staff, and administrators an individualized email invitation with a unique link to the survey. If they do not complete the survey, we will send reminders via email. You may customize both the invitation and the reminders, and each message appears to come from your institution.

To ensure consistency in the administration process and the integrity of the comparative data, as well as the anonymity of the responses, we do not allow institutions to administer any HEDS survey through their own survey engines.

To help institutions survey people on campus who might not have a campus email address or easy access to a computer, you can also administer a paper version of the survey. If you administer a paper version of the survey, we ask that you develop an administration method for the paper survey that ensures the anonymity of the people

who take the survey and that you enter the responses from each paper survey into an electronic version of the survey in Qualtrics. Please contact us if you will need a paper administration.

Reports and Data Files

All participating institutions will receive:

- SPSS and Microsoft Excel files with your participants’ responses (responses removed or combined with others when needed to keep participants’ responses anonymous; open-ended text responses in a separate file). We will review open-ended text responses and remove the names of anyone accused of discrimination and/or harassment.
- Snapshot report – compares your results to those of all other participating institutions on key indicators.
- Comparative report – compares results from your students and employees to those of students and employees from all other participating institutions on all survey questions as well as the key indicators.
- Compilation of your participants’ responses to the open-ended questions.

The data file will not show names, email addresses, IP addresses, or location information. We will also deprecate the data file as needed by removing variables and/or combining response options into broader categories in order to keep participants’ responses anonymous.

Please note that if you have a small number of completed surveys and/or a small number of respondents who report that they have experienced discrimination and harassment, it may impact the summary data we can provide you. We will also not include respondents who indicate that they predominantly work remotely or attend classes online in our comparative reports.

Fees

	HEDS institutions	Institutions not in HEDS
Base cost includes: <ul style="list-style-type: none"> • One 3–6 week survey administration • Email administration method • Up to 1,000 responses • One survey invitation and up to three reminders for email method • Up to 10 close-ended supplemental questions (<i>e.g., multiple-choice, matrix, check-all-that-apply</i>) • One open-ended supplemental question (<i>i.e., a question that is answered with a text response</i>) • Reports and data files as specified above 	\$500	\$1,800
Up to 10 additional close-ended supplemental questions	+ \$250	+ \$250
Additional open-ended supplemental questions (<i>maximum of two; we charge more for these types of questions given the additional staff time needed to review text responses for identifying information</i>)	+ \$125 per question	+ \$125 per question

	HEDS institutions	Institutions not in HEDS
Additional responses (<i>after first 1,000 responses; count includes all administration methods, incomplete responses, and duplicate responses; invoiced after the survey closes</i>)	+ \$1.00 per extra response	+ \$1.00 per extra response
Late registration fee (<i>see explanation in registration section below</i>)	+ \$250	+ \$250

If your institution has multiple campuses and you want to administer the survey to more than one campus and identify which respondents came from which campus, you have three options:

	Reports	Data Files	HEDS institutions	Institutions not in HEDS
Option A: we add a question at the start of the survey that asks respondents what campus they are from	One set of reports that combines data from all campuses	One data file with a campus ID variable	\$100	\$100
Option B: we add a question at the start of the survey that asks respondents what campus they are from	One set of reports per campus.	One data file per campus.	\$250 per additional campus	\$250 per additional campus
Option C: we create a separate survey for each campus so you can create different invitation and reminder messages for each campus	One set of reports per campus.	One data file per campus.	\$500 per additional campus	\$1,800 per additional campus

For Options B and C, we charge an additional \$500 fee for an optional report that can either group all of your participants' responses from all campuses or provide a side-by-side comparison of each campus's results. We also charge an additional \$100 fee for an optional data file with all campuses included.

Although the survey is not designed for employees who work remotely or students who take their courses primarily online, we can provide one set of reports and a separate data file for this population for an additional \$250 fee if your institution chooses to survey this population in addition to your on-campus employees and students.

Other Survey Information

- **Survey liaison** – You will need to identify one individual from your institution to serve as the survey liaison to handle survey logistics, communicate with the HEDS staff, etc.
- **IRB approval** – As the provider of the HEDS Diversity and Equity Campus Climate Survey, we submitted the survey to the Wabash College Institutional Review Board (IRB) for review, and it qualified for exempt status. The Wabash IRB letter is available [here](#). As noted above, we ask that you work with your own IRB for approval, including approval of supplemental questions if applicable, before administering this survey.



- **Mandatory participation** – You should not make the survey mandatory or use survey incentives that may affect voluntary participation without consulting your IRB. In addition, the introduction to the HEDS Diversity and Equity Campus Climate Survey, which informs participants that the survey is voluntary, cannot be altered.
- **Submitting survey** – Participants may choose not to answer any question in the survey. Furthermore, they may stop taking the survey at any time and choose not to submit their data. This means that we will only keep survey responses once participants click the “submit” button at the end of the survey, and we will not keep partial responses. We have done this to ensure that participants have complete control over whether and when they submit data.
- **Supplemental questions** – You can add supplemental questions related to the HEDS Diversity and Equity Campus Climate Survey’s subject matter at the end of the survey. The questions must not ask for information that would lead to the identification of people taking the survey. Each sub-question on a multipart or matrix question counts as one close-ended supplemental question. A question that is answered with a text response counts as an open-ended supplemental question. We ask that you submit finalized questions during registration. Your data file will include participants’ responses to these questions, but the HEDS reports will not. For more information on how to count and format supplemental questions before submitting them to HEDS, please review our [Supplemental Question Guide](#).
- **Tracking response rates** – We will send survey liaisons weekly updates on response rates during the survey administration period so they can monitor survey participation.
- **Survey Changes** – We made minor revisions to the 2018–2019 HEDS Diversity and Equity Campus Climate Survey. A document listing these changes is available upon request.
- **Embedding institution names in the survey** – We will configure the survey so that your institution’s name appears prominently on each page.

Registering for the HEDS Diversity and Equity Campus Climate Survey

You can register for the 2018–2019 HEDS Diversity and Equity Campus Climate Survey using our [online registration form](#). At the time of registration, you may choose to pay with a credit card or receive an invoice and pay with a check.

You must register at least three weeks prior to the date on which you plan to begin administering your survey. We will make decisions about accepting late registrations on a case-by-case basis. If we can accommodate a late registration, we will charge an additional \$250 late fee.

HEDS Diversity and Equity Campus Climate Survey Administration Contact

Please contact Adrea Hernandez (ahernandez@hediconsortium.org or 765-361-6343) if you have any questions. You can download a copy of the survey from our website at: <https://www.hediconsortium.org/heds-diversity-equity-campus-climate-survey/>.