

2019–2020 HEDS Diversity and Equity Campus Climate Survey

Updated: January 20, 2020

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 at preventing or responding to discrimination and harassment

The survey has been used by public and private institutions, from community colleges to research universities, and is designed to be administered to everyone in the campus community – undergraduate students, advanced degree students, faculty, staff, and administrators. A few institutions have used this survey for undergraduate students only. If you are interested in doing this, please contact us. 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 responses are anonymous. All institutions, regardless of whether they belong to HEDS, are welcome to participate.

Survey Administration

You can administer the HEDS Diversity and Equity Campus Climate Survey for any 3–6 week period between December 1, 2019, and April 30, 2020. 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 these surveys, we suggest that you work with your campus’s institutional review board (IRB) to review the procedures you’ll follow to ensure that everyone on campus treats these survey data with appropriate care. Your procedures should protect the anonymity of the people who respond and their responses. IRB approval will help to assure your campus constituencies that your institution is treating the survey data and findings appropriately.

Administration Methods and Information

- **Email method** – A member of the HEDS staff sends each participant an email invitation with a unique link to the survey. We will send up to three email reminders to participants who do not complete the survey. You may customize both the invitation and the reminders, and each message appears to come from your institution.
- **Authentication method** – You provide participants with a common link, and they use a unique password, such as their email address and/or ID number, to log into the survey.

For an additional fee, you can select both administration methods. If you want to use both administration methods (e.g., you share a general link to the survey with all invited participants, and they also each receive an email with a unique link to the survey), please let us know so we can review the costs and benefits of this approach. To

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

To help institutions survey everyone on campus, we can provide:

- a paper survey for people on campus who might not have a campus email address or easy access to a computer.
- a Spanish translation of the survey.
- a screen reader compatible version of the survey.

When you register for the survey, you will be able to indicate if you are interested in these alternatives. Please contact us if you have any questions about using these survey options.

Reports and Data Files

Standard administration reports and data files	HEDS institutions	Institutions not in HEDS
SPSS and Microsoft Excel files with your institution's survey data	✓	✓
Reports that compare your institution's results to those of all other participating institutions on all survey questions and indicators.	✓	✓
Compilation of open-ended survey responses	✓	✓
<i>New this year:</i> Post-survey phone consultation with a member of the HEDS staff about your institution's survey data	✓	

The data file will not show names, email addresses, IP addresses, location information, etc. We will also deprecate the data file as needed by removing variables and/or combining response options into broader categories in order to maintain the anonymity of respondents. We will review open-ended text responses and remove the names of anyone accused of discrimination and/or harassment, and send the open-ended text responses in a separate file. Details on how we ensure anonymity can be found [here](#).

Fees

	HEDS institutions	Institutions not in HEDS
Base cost includes: <ul style="list-style-type: none"> • One 3–6 week survey administration • One 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	\$1,900

	HEDS institutions	Institutions not in HEDS
Using both the authentication and email administration methods	+ \$250	+ \$250
Up to 10 additional close-ended supplemental questions (<i>for a total of 11–20 close-ended supplemental questions</i>)	+ \$250	+ \$250
Up to two additional open-ended supplemental questions (<i>for a maximum of three open-ended questions total; 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
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 you want to administer a survey to people at multiple campuses and identify which respondents came from each campus, you have three options (listed in table below).

	Reports	Data Files	HEDS institutions	Institutions not in HEDS
Option A: we add a question at the start of the survey that asks participants what campus they are from	One set of reports that combines data from all campuses	One data file with a campus ID variable for each respondent	\$100	\$100
Option B: we add a question at the start of the survey that asks participants 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	\$1,900 per additional campus

For an additional fee, we can provide other reports or data files for Options B and C. Please contact Adrea Hernandez (ahernandez@hed consortium.org or 765-361-6343) for more information.

Other Survey Information

- **Survey liaison** – You 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](#). 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 each HEDS survey, which informs participants that the survey is voluntary, cannot be altered.
- **Submitting the survey** – Participants may choose not to answer any question in the survey. They may also stop taking the survey at any time and choose not to submit their data. This means that we will only keep survey responses if respondents click the “submit” button at the end of the survey. We have done this to ensure that people have complete control over whether their responses are included in our data files and reports.
- **Supplemental questions** – You can add supplemental questions related to the surveys’ 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. Please submit your finalized questions when you register. Your data file(s) 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](#).
- **State requirements or initiatives** – If your institution is in a state that requires or has an initiative to survey students and/or employees about matters related to diversity and equity, we will work with you to meet those obligations. Please contact us to describe your needs.
- **Response rates** – We send survey liaisons weekly updates on response rates during the survey administration period so they can monitor survey participation.
- **Embedding institution names** – We will configure the survey so that your institution’s name appears prominently on each page.
- **Survey Agreements** – We detail our expectations, practices, fees, and terms of this survey in this document and our [Supplemental Administration Information document](#). If your institution requires us to use an agreement developed by your institution and we determine that we need our attorney to review that agreement, we will add the cost of that review to your survey fee. Currently, the standard rate for a contract review by our counsel is \$500.

Registering for the HEDS Diversity and Equity Campus Climate Survey

You can register for the 2019–2020 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@hedsc consortium.org or 765-361-6343) if you have any questions. You can download a copy of the survey from our website at: <https://www.hedsc consortium.org/heds-diversity-equity-campus-climate-survey/>.