

## 2023 HEDS New Student Survey

*Updated: 7/26/23*

The HEDS New Student Survey asks new students to reflect on their goals for college, their vision of a successful life after college, and how their experiences in college can move them toward achieving that vision. This survey can aid your efforts to strengthen your students' connection between their college experiences and their post-college goals.

We've designed the HEDS New Student Survey so that it has more impact than the typical student survey. The HEDS New Student Survey:

- Includes an open-ended question asking students to describe their vision of a successful life after college to help institutions get a better sense of what students hope to achieve.
- Asks students about their goals for college, their resilience, and their academic motivation.
- Asks incoming students what they worry about, so institutions can do a better job of monitoring student concerns.
- Asks students how much time they plan to spend on various activities in college so institutions can see how students' expectations compare to what faculty and staff know new students should do to be successful.
- Sends a link to students immediately after they complete their survey so they can see a summary of how other students at their institution responded to the survey.
- Gives your survey liaison real-time aggregated results while the survey is being administered.
- Asks students whether they would like to have a follow-up conversation with someone at your institution about their goals for the future and ways to improve their college experience.
- Automatically sends a summary of each student's responses to the people who have been designated to have follow-up conversations with students.

Traditional surveys create a one-way flow of information from survey respondent to the survey administrator. The HEDS New Student Survey is aimed at fostering an interaction between students and your institution.

### NEW Module – Institutional Readiness for Incoming Students

This short optional module is designed to help you understand your incoming students' precollege academic experiences and work habits. It asks students how much time they spent in high school preparing for classes, their note-taking and reading habits, their experience writing different kinds of papers, and whether or not they think they can correctly answer questions about reading graphs, solving for x, unit conversions, exponents, and logarithms. This is not a placement test. It is designed solely to give you information to help you ensure that your institution's courses, programs, and support structures are aligned with the habits and practices of your incoming students. [View a copy of the Institutional Readiness for Incoming Students questions.](#)

## Survey Administration

The survey is for any new student starting at your institution this fall. You can administer the HEDS New Student Survey for a 3–6-week period between June 1 and September 30, 2023. Please register at least four weeks before you plan to administer the survey, to allow us time to work through the administration details and testing with you.

We will ask you to list up to three individuals or offices that each student can choose to have a conversation with about their responses—such as their academic advisor, class dean, coaches, the Career Services office, the chaplain, the Academic Support Center, the dean of student success, or the chief diversity officer. You will provide this information in the participant list along with students’ names and email addresses. We will set up the survey so that these people will automatically receive an email that the student wants to have a conversation with them, and it will include a summary of that student’s survey responses.

Since you will receive a unit record data file with student identifiers, your institution can connect institutional data on grades, progress, retention, and other student success data to the survey results.

## Administration Methods

- **Email Method** – A member of the HEDS staff sends each of your new students an individualized email invitation with a unique link to the survey. We will send up to three reminders to students 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 your incoming students with a common link and they use a unique password, such as their email address and/or student ID number, to log into the survey.

You can use the email and authentication methods in combination. To ensure consistency in the administration process and the integrity of the comparative data, we do not allow institutions to administer any HEDS survey through their own survey engines.

## Reports and Data Files

Institutions that administer the HEDS New Student Survey will receive:

- access to a website that shows real-time, aggregate data on how students at your institution are responding to the closed-ended survey questions;
- access to a password-protected website where you can view and download a real-time list of students who have completed the survey;
- a report that compares your students’ results to those of students at other participating institutions; and
- SPSS and Microsoft Excel files with your participants’ responses. We will add values/labels to the SPSS file.

## Fees

	HEDS institutions	Institutions not in HEDS
Base cost includes: <ul style="list-style-type: none"> <li>One 3- to 6-week survey administration</li> <li>One administration method</li> <li>One survey invitation and up to three reminders for email method</li> <li>Up to 1,000 responses</li> <li>Up to 3 supplemental questions</li> <li>Reports and data files as specified above</li> </ul>	Free of Charge	\$1,325
Using both the authentication and email administration methods	+ \$150	+ \$200
Completed surveys beyond the first 1,000. <i>(Count includes all administration methods but does not include partially completed surveys or duplicate surveys by the same person. Invoiced after survey window closes.)</i>	+ \$0.55 per additional completed survey	+ \$0.80 per additional completed survey
Late registration fee <i>(see explanation in registration section below)</i>	+ \$275	+ \$325

## Data Security

We will secure your survey data and participant information by:

- Using Qualtrics, a survey engine, to protect and store your participant information and responses securely. Qualtrics protects their servers with firewalls, security scans, and nightly data backups. Qualtrics' security statement is available at <http://www.qualtrics.com/security-statement/>.
- Storing your participant information and survey results downloaded from Qualtrics on Box.com in a folder that only HEDS staff members can access. Box is a password-protected, encrypted, secure file storage system. See more information about Box's privacy and security at <https://www.box.com/business/enterprise-security/>.
- Using end-to-end encryption via SendSafely to securely transfer files between HEDS and your institution. See more information at <https://www.sendsafely.com/security/>.
- Using TunnelBear as a virtual private network (VPN) to secure our online tasks when we work remotely. Learn more about how TunnelBear secures internet browsing here: <https://www.tunnelbear.com/blog/stronger-encryption/>

## Other HEDS New Student Survey Information

- Survey Liaison** – You will need to identify one individual from your institution to serve as the point of contact for your institution. This person will coordinate the exchange of materials and data with the HEDS staff.
- IRB approval** – The HEDS New Student Survey has been [approved](#) by the Wabash College Institutional Review Board (IRB) as a voluntary survey. We encourage your institution's survey liaison to contact the IRB at your institution to determine whether their approval is needed prior to administering the survey. Wabash's IRB does not enter into authorization agreements with institutions that use HEDS surveys.
- Mandatory participation** – Institutions should not make the survey mandatory or use survey incentives that may affect voluntary participation without consulting your IRB.
- Supplemental questions** – You can add up to three supplemental questions related to the survey's subject matter at the end of the survey. Each sub-question on a multipart or matrix question counts as one

supplemental question. 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](#).

- **Embedding institution name in the survey** – We will configure the survey so that your institution's name appears prominently on each page of the survey.
- **Survey Agreements** – We detail our expectations, practices, fees, and terms of this survey in this 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 such a review is \$500. This could delay the launch of your survey.

## Registering for the HEDS New Student Survey

You can register for the 2023 HEDS New Student Survey at <https://hedsconsortium.wufoo.com/forms/2023-heds-new-student-survey/>

Please register at least four weeks prior to the date on which you plan to begin administering the 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 \$275 late fee for HEDS members and \$325 for nonmembers.

## HEDS New Student Survey Administration Contact

Please email us at [newstudentsurvey@hedsconsortium.org](mailto:newstudentsurvey@hedsconsortium.org) if you have any questions.

You can download copies of the survey from our website at: <https://www.hedsconsortium.org/heds-new-student-survey/>.