

2024–2025 HEDS Diversity and Equity Campus Climate Survey Information Sheet

Updated: 8/26/2024

In this information sheet, we detail the options for administering this survey, as well as our expectations, practices, fees, and terms of service. We cover the following information:

- [Survey Content and Design](#)
- [Survey Administration Window](#)
- [Report and Data Files](#)
 - [Custom Reports](#)
- [Consulting About Survey Results](#)
- [Survey Administration Methods](#)
 - [Supplemental Administration Options](#)
- [Fees](#)
- [Other Survey Information](#)
 - *Including information about survey contacts, live updates, IRB approval, mandatory participation, unfinished surveys, supplemental questions, changes to the survey questions, state requirements or initiatives, incentives, ADA accessibility, etc.*
- [Practices and Agreements for Ensuring Anonymity](#)
- [Data Security](#)
- [Deadlines](#)
- [Registering for the Survey](#)
- [Contact Information](#)

Survey Content and Design

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

Information from this survey will help you: 1) develop a better understanding of the extent to which your institution’s campus climate supports diversity and equity and 2) inform and improve support, policies, and practices at your institution related to diversity and equity, including those aimed at preventing or responding to discrimination and harassment.

Hundreds of institutions of all types have used this survey. It is designed to be given to everyone at your institution – undergraduate students, advanced degree students, faculty, staff, and administrators. The survey takes about 15 minutes to complete, and responses are anonymous. We welcome all institutions, whether or not they are HEDS members, to use the survey.

Survey Administration Window

You can administer the HEDS Diversity and Equity Campus Climate Survey for any 3–6-week period between October 7, 2024, and May 30, 2025. **You must register at least seven weeks before the date on which you plan to begin administering the survey.**

Report and Data Files

You'll receive the following reports and data files when you use this survey:

- Your institution's unit-record survey data in both SPSS and Microsoft Excel files.
- A separate formatted Microsoft Excel file with your open-ended survey responses.
 - We will send you your unit-record data and open-ended response file no later than 50 business days after your survey closes. This timeline ensures we can thoroughly review responses and remove the names of anyone who identifies themselves or is accused of discrimination and/or harassment.
 - Given the sensitive nature of this data we require that you accept our secure [data handling agreement](#) before we send you any data files.
- A report that compares your institution's results to those of all other participating institutions on all survey questions and indicators.
 - We will send the comparison report to you by late summer 2025. Since we cannot begin developing these reports until the survey closes at the end of May, we cannot accommodate requests to deliver reports earlier than that date.

While not a report, you will have access to live updates on how people are responding to a subset of survey questions while your survey is open. These ongoing updates will give you an early, overall sense of how people are responding to select parts of the survey. They also allow you to gauge your response rates so you can adjust your communication strategies if necessary.

Custom Reports

As time permits, we occasionally create custom reports for institutions. When we have the capacity to create a custom report, the fee starts at \$500 for HEDS institutions and \$750 for institutions not in HEDS. We will determine the final price based on the complexity of your request. If you are interested in a custom report, please let us know when we are working with you to set up the administration of your survey.

Consulting About Survey Results

As time permits, we are glad to schedule an hour-long conversation with you and your colleagues to answer questions and provide some guidance for interpreting your survey data. We charge a fee for more extensive support, such as writing a short memo summarizing your institution's survey data or making a presentation on your data to select groups at your institution. For example, we occasionally make virtual presentations on an institution's survey data or visit campuses to make presentations, conduct follow-up focus groups, or work with the institution to consider ways of acting on data from the survey. For the 2024-2025 academic year, our typical fee for up to three virtual presentations is \$2,000 for HEDS institutions and \$2,700 for institutions that don't belong to HEDS. For campus visits, we typically charge \$2,800 plus expenses for HEDS institutions and \$3,500 plus expenses for institutions that don't belong to HEDS. Please note, the fees we list above are examples, and what we charge will vary depending on what you ask us to do. Furthermore, we are a small organization, so the number of consultations we can provide is limited.

Survey Administration Methods

We typically use one of three methods to invite people to take your survey. For full details about these methods, including the advantages and disadvantages of each, please see our [Administration Methods for Anonymous Surveys](#) document.

- **Email method** – We send each participant an email invitation with a unique link to the survey. You may 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 access the survey.
- **General link method** – You provide participants with a general link to the survey. No password is required to access and complete the survey. *Anyone* who follows the link can submit their responses.

If you want to use both email and authentication, please let us know so we can discuss the advantages and disadvantages of this approach. To ensure consistency in the administration process, comparative data, and people’s anonymity, we do not allow institutions to administer any HEDS survey through their own survey engines.

Supplemental Administration Options

To help institutions survey people who may not have access to campus email or for whom English is not their first language, we can provide:

- A paper survey for people on campus who might not have a campus email address or easy access to a computer.
 - Please note that the survey opening, which serves as consent, states that responses are anonymous and exclude personal information. Therefore, we will need to collaborate with you to ensure that your process for handling completed paper surveys maintains anonymity. The paper survey is only available in English.
- A professionally translated Spanish version of the online survey.
 - Please note, that if you will be adding supplemental questions to your survey, they will be automatically translated by our survey engine, Qualtrics, which uses Google Translate.
- Additional online language versions.
 - Qualtrics can translate your survey into other languages using Google Translate. If you choose this option, any open-ended responses submitted in another language would be translated back to English through Google Translate for us to review. If you are interested in this option, please let us know. Depending on our survey load, we may have to limit you to using one additional language or charge extra for using more than one additional language.

When you register for the survey, you can indicate if you are interested in these alternatives so we can discuss the additional steps involved in utilizing them.

Fees

| | HEDS Institutions* | Institutions not in HEDS |
|---|--------------------|--------------------------|
| Base cost includes: <ul style="list-style-type: none"> • One 3- to 6-week survey administration • One administration method • An unlimited number of students and employees invited to take the survey • Up to 1,000 completed surveys • Up to 10 closed-ended supplemental questions (<i>e.g., multiple-choice, select-all-that-apply</i>) • Report and data files as specified above | \$575 | \$2,300 |
| Discount for using the general link administration method only | -\$75 | -\$200 |
| Using both the authentication and email administration methods | +\$150 | +\$200 |
| Up to 10 additional closed-ended supplemental questions (<i>for a total of 11–20 closed-ended supplemental questions</i>) | +\$275 | +\$325 |

| | HEDS Institutions* | Institutions not in HEDS |
|---|--|--|
| Up to two open-ended supplemental questions | + \$150 per question | + \$200 per question |
| Completed surveys beyond the first 1,000 (<i>Count includes all administration methods but does not include partially completed surveys. Invoiced after survey window closes.</i>) | + \$1.10 per additional completed survey | + \$1.55 per additional completed survey |
| Completed surveys beyond the first 1,000 if you add open-ended supplemental questions (<i>We charge more given the additional staff time needed to review text responses for identifying information.</i>) | + \$1.65 per additional completed survey | + \$2.35 per additional completed survey |
| We can place “caps” or limits on the number of completed responses your survey will accept to help manage fees for responses over 1,000. Please let us know if you are interested in this. | | |
| Late registration fee (<i>see explanation in registration section</i>) | + \$275 | + \$325 |
| Cancellation fee if you cancel after we have set up your survey in our survey engine | + \$275 | + \$325 |

*In order to qualify for the HEDS member discounted survey fees listed above, your institution must have paid its HEDS Membership fee for 2024-2025 by the time we invoice you, or we will charge you the full survey price. Please talk to us if you are uncertain if your institution is up to date on its membership fee.

Special Fees

Multi-campus/Multi-institution administrations – If you want to administer a survey to people at multiple campuses or within a multi-institution system, please contact us for more information and pricing.

Contracts or survey agreements from your institution – If your institution requires us to use an agreement or contract 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. The standard rate for a contract review by our counsel is \$500.

Errors in participant list – If you realize that you made an error in the participant list you provided us (e.g., an incomplete list, emails with incorrect names) after the survey has launched, please notify us immediately. Depending on the scope of the error, we may need to close the survey, clear any responses, and relaunch the survey for an additional fee.

Other Survey Information

Survey liaison – You will need to identify one individual from your institution to serve as the survey liaison. We’ll direct all communication to the survey liaison, and the survey liaison is responsible for contacting other people on their campus about survey logistics. The survey liaison will be responsible for providing the survey materials needed based on the administration method chosen ([see above](#)), testing the survey, and collaborating with us to troubleshoot if technical problems arise.

HEDS Primary Contacts – If you belong to a HEDS member institution you have a [HEDS Primary Contact](#) who is responsible for representing your institution at HEDS and for ensuring that anyone with access to HEDS data follows our data sharing agreements. The survey liaison does not need to be the primary contact, but we will notify your primary contact when someone at your institution registers for the survey. They will also receive a copy of all data files and reports from the survey.

IRB approval – The HEDS Diversity and Equity Campus Climate Survey has been [approved](#) by the Wabash College Institutional Review Board (IRB) for use 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, including approval of

supplemental questions if applicable, before administering this survey. The Wabash IRB will 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.

Incentives – You can offer incentives. We will provide instructions for how to do so on an anonymous survey.

Live updates – We provide ongoing updates via our survey engine to give you a first look at select, high-level data from the survey. These live updates only show aggregated results to select questions. Because of this, data in the live update may not line up with the more disaggregated and complex comparison report that you'll receive later. These updates will give you an early, overall sense of how people responded to parts of the survey, and it allows you to gauge your response rates so you can adjust your communication strategies if necessary. We do not recommend downloading this report as a PDF version because the graphics do not always present properly in this format.

Unfinished surveys – 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 they 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 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. 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](#).

Changes to the survey questions – While you can *add* supplemental questions, we do not modify our survey questions or response options. We standardize the questions and response options across all institutions to maintain the quality of the comparative data. For two-year institutions, we have a small set of response options that may not apply that we can hide. If your institution is a two-year college, we will discuss these options with you during our call about your survey administration.

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 collaborate with you to try to meet those obligations. Please contact us to describe your needs.

Embedding institution names – We will set up the survey so that your institution's name appears prominently on each page and in questions.

ADA Accessibility – Please let us know if anyone at your institution needs a version of the survey that is compatible with screen readers or has other ADA-related requirements so we can discuss options with you.

[Practices and Agreements for Ensuring Anonymity](#)

We go to great lengths to protect the anonymity of your students and employees. We exclude personal information, including name, email address, student or employee identification number, and IP address, from the data you receive.

Additionally, we remove a few variables that might make identification possible from your data file, such as faculty area of teaching. We also review open-ended text responses, remove the names of anyone who identifies

themselves or is accused of discrimination and/or harassment, and send the reviewed open-ended text responses in a separate file.

Finally, given the sensitive nature of the data from these surveys, we require that your institution agree to the following conditions before we send you your institution's unit record data file. These are:

1. No more than 5 people at your institution will have access to the unit-record data file that HEDS sends to you.
2. Everyone who has access to the unit-record data file from HEDS will be required to follow your institution's rules, policies, and procedures for protecting and maintaining the confidentiality of sensitive, identifiable student and employee information.
3. Given the responses that people from vulnerable groups/positions at your institution may provide on this survey, people from the following groups should not be among the 5 people who have access to your institution's unit-record file unless their access is *essential* for analyzing your institution's survey data. These are:
 - a. Managers, Deans, Program Directors, Department Chairs, and other supervisors or people in authority
 - b. Faculty
 - c. Students
4. You will ensure that all reports or presentations based on data from the unit-record file do not identify or include any data or findings from groups smaller than 5 people.

We also encourage you to work with your institutional review board (IRB) to help assure your campus constituencies that your institution is treating the survey data and findings appropriately.

Data Security

HEDS secures your survey data and participant information by:

- Using Qualtrics, a survey engine, to protect and store your participant information and responses securely. Qualtrics protects its 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 in a folder 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 any files with personally identifiable data between HEDS and your institution. See more information at <https://www.sendsafely.com/security/>.
- We use 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/>.
- We will not share any personally identifiable information with any outside individuals or entities.

Deadlines

Below we review your deadlines for each step in our work together to set up a survey. Setting up surveys exactly how you'd like them is complicated, and we are often setting up and running dozens of surveys at the same time. We've set the following deadlines to ensure we have enough time to do a good job administering your survey and you have enough time to thoroughly test and review it. If you miss a deadline, we will probably have to delay the opening of your survey. The deadlines below are based on the date you wish to start your survey administration.

| Task for your institution | Deadline |
|--|---|
| Register for the Survey | At least seven weeks (35 business days) before the survey start date. <i>Earlier is better to allow you more time to work out the details of your survey.</i> |
| Set Up Call with HEDS to Discuss Survey Details HEDS will contact you to set up a call to discuss the details of your survey administration, fees, and to let you know what materials you will need to provide. | Call takes place 2–9 business days after registering. <i>We will offer you meeting times and dates within this 2–9 day window. If our call occurs during this period, you will have at least ten (10) business days to gather your materials.</i> |
| Provide All Final Survey Materials to HEDS Final means <i>all stakeholders</i> have viewed and approved any of the following submitted to HEDS: how your institution’s name will appear in the survey, information about the survey leader(s) at your institution, URL to your procedures to report an incident of discrimination or harassment, administration method(s), a participant list, dates and content of invitations and reminders, incentive options, and supplemental questions. <i>Once we set up your survey in our survey engine for testing, any changes you make to the content of these materials will result in a significant delay in launching your survey.</i> | By end-of-day, sixteen (16) business days before the survey start date. <i>This is a very important deadline for meeting your desired survey start date. The earlier you register and meet with your HEDS survey team member, the more time you will have to gather your materials and get them approved.</i> |
| Provide HEDS with Feedback on Survey Test | By end-of-day, eight (8) business days before the survey start date. <i>You will have a minimum of 3 business days to test your survey.</i> |
| Provide HEDS with Feedback on Final Survey Test <i>(only if necessary)</i> A second test will <i>only</i> happen if there was a technical difficulty to resolve, or if we made an error when setting up your survey. | By end-of-day, four (4) business days before the survey start date. <i>You will have a minimum of 2 business days for a second test.</i> |

[Important Note About Survey Testing](#)

The purpose of testing is to ensure that the survey will run smoothly and to fix any technical difficulties (i.e., invitation messages going to spam) before your survey launches. Testing also allows you to check that we entered your invitation message (if using the email method) and supplemental questions exactly as you submitted them to us. We need to work with the final, approved version of all survey materials when setting up your survey for testing. **Testing isn’t the time to edit the content of emails or supplemental survey questions. Once we’ve used the information you’ve sent us to set up your survey for testing, any changes you make in that information will result in a significant delay, potentially days, in when we can launch your survey.** It is important that you ask anyone at your institution who needs to review and approve your survey materials to do so before sending that material to us.

[Registering for the HEDS Diversity and Equity Campus Climate Survey](#)

You can register for the 2024–2025 HEDS Diversity and Equity Campus Climate Survey using our [online registration form](#). **You must register at least seven weeks from the date you wish your survey to begin.** Late registrations are accepted only in rare circumstances, and there will be a late fee ([see the Fee table](#)). The last day to register will be March 21, 2025. Once you submit the registration form, we will contact you to discuss your

survey preferences and the associated fees. Following this conversation, we will send an invoice that you can pay by credit card, direct deposit, or check.

[Questions about the HEDS Diversity and Equity Campus Climate Survey?](#)

Don't hesitate to get in touch with us at DiversityEquitySurvey@hedsconsortium.org if you have any questions.