

## Guide to the HEDS Listserv

Welcome to the HEDS listserv! The HEDS listserv is how we keep our member community informed about consortium happenings such as HEDS surveys, data sharing opportunities, upcoming events, and requests for feedback on services. Even more importantly, it is how our member institutions communicate with each other. The HEDS community is built around an atmosphere of trust, a desire to help one another, and the recognition that we can all learn from one another regardless of the kind of institution we call home. This willingness to share is reflected on our listserv and is an essential part of fulfilling our consortium's mission to advance liberal arts education, inclusive excellence, and student success. We welcome and encourage your participation!

### Who will I find on the HEDS Listserv?

About 400 people from HEDS institutions have access to our listserv. Anyone from a HEDS member institution can be on the listserv, so you will find people of diverse backgrounds, expertise, and roles. We have representatives from institutional research, institutional effectiveness, and assessment, but also presidents, vice presidents, provosts, deans, faculty, registrars, people from teaching and learning centers, and more. The listserv community is able to address a wide range of questions, so no matter what your role or experience, we encourage you to jump in and join us.

### What is posted on the HEDS Listserv?

Beyond official announcements of HEDS membership business, surveys, and data exchange opportunities, listserv participants post questions around a wide range of topics that help them answer the pressing questions they face in their work. The following are some examples of broad categories and actual subject lines of messages from the listserv. This list isn't exhaustive. If you ever have questions about a post for the listserv, please reach out to a HEDS staff member. We are happy to help!

- **Questions about Institutional Practices:** *Requirements to walk at graduation; Reporting and storing scores in test optional environment; Calculation of annual student Headcount*
- **Pressing Questions/Just-in-Time Requests:** *Experiences with consulting firms; CDS Student-to-faculty Ratio; Looking for Critique/Assistance: Basic Needs Assessment/Survey; Question for Schools in the Middle States Accreditation Regions; Does your institution calculate faculty retention?*
- **Announcements about Events in Higher Education:** *Sign-Up Today: Virtual Workshop on Planning, Budgeting, and Assessment; A few resources and quotes from NILOA webinar; AIR Forum proposals*
- **Job Postings:** *Director of Institutional Research, Director of Institutional Effectiveness; Research Analyst; Founding Director– Center for Teaching and Learning; Research Database Specialist; Quantitative Center Director; Marketing Web Analyst/Strategist*



### Is what I post on the listserv confidential?

Yes! The HEDS listserv is a closed and private community resource. Our [2020-2021 Operative Statement of Understandings](#) outlines the rules for how we share data, knowledge, and expertise, and also ensures the confidentiality of institutional information. It states you should treat all summaries or responses to questions on the listserv as you treat other HEDS data. You should feel free to analyze any data you receive for reports or other work on your campus, but in any documents where you disseminate your findings, you should not identify the institutions who provided data or information unless you have permission from the primary contacts at those institutions. We ask that you also please send copies of those permissions to the HEDS Director.

### How do I post messages on the listserv?

Posting is easy! Just send an email to [heds@mail-list.com](mailto:heds@mail-list.com); it will then be reviewed by HEDS staff and released to the listserv.

To prevent the spread of computer viruses, the HEDS listserv only supports plain text, so formatting such as bold, italics, bullets, indentation, etc., will not be shown. It will also not display picture files inserted into your message. If your message requires complex formatting or a picture, just attach your information in a document or spreadsheet. Another way the listserv blocks the spread of viruses is by converting attachments into semi-permanent links and embedding them in your message.

When you post a request for specific data or information, it's helpful to mention in your request that responses should be sent only to you. In the spirit of collaboration, we also ask that you share a summary of the responses you receive with the entire listserv. This summary contributes to the knowledge and expertise of the HEDS community, and thanks the people who took time to respond to your query. Since the HEDS listserv is private and inside our community, you should feel free to identify institutions in your summaries.

### How do I respond to messages on the listserv?

You simply hit “reply” and the same process we describe above will happen—HEDS staff will review and then release the message. Let the content of the original request guide your response. Some listserv posts prompt a broad discussion about a topic, and it is appropriate to respond to the entire listserv. For posts requesting specific data or information, please respond only to the person who asked.

### How do I search listserv messages?

All messages and attachments are stored in searchable web archives. This is a great resource for checking to see whether someone has already answered a question you have. Archives may be accessed by going to <https://archive.mail-list.com/heds/> and entering the username and password.

If you have any questions or comments about using the listserv, or need the archives' login information, please contact Barb Lawhorn at [barb.lawhorn@hedsconsortium.org](mailto:barb.lawhorn@hedsconsortium.org) or 765-361-6046.

Updated March 1, 2021