

Motion to Revise the Instructions for the Administration of the 2011 Faculty Morale Survey and the Method of Reporting the Comments, brought by the Faculty Senate Executive Council

### Motion

The Faculty Senate approves the Revised Instructions for the Administration of the 2011 Faculty Morale Survey and the Revised Method of Reporting the Comments inscribed therein.

### Rationale

The Campus Environment Committee submitted revised instructions for the administration of the 2011 Faculty Morale Survey for review and comment by the Faculty Senate Executive Council. The CEC recommendations include changing from past practice of summarizing the comments submitted as part of the annual Faculty Morale Survey and report these comments verbatim. The Faculty Senate Executive Council believes that these changes are of sufficient importance to require approval of the Faculty Senate. A copy of both the proposed revised instructions and the 2010 instructions are

## 2011 PROPOSED INSTRUCTIONS FOR THE ADMINISTRATION OF THE FACULTY MORALE SURVEY

The annual survey administered by the Faculty Senate's Campus Environment Committee gives you an opportunity to provide feedback on Radford University regarding the various levels of administration, characteristics of the campus environment, benefits, etc.

Your feedback is very important, so please take the time to respond to the survey.

All raw quantitative data will be handled only by the Faculty Senate Campus Environment Committee, and reviewed by the Faculty Senate Executive Council. Quantitative results from the survey will be summarized in table format at both the university-level and college-level, with summaries shared in a public report at a Faculty Senate meeting, communicated to the Board of Visitors, and made available on the Faculty Senate webpage and elsewhere.

The Campus Environment Committee is reluctant to edit and thereby change the meaning of participants' words, and further, the committee is reluctant to select only a grouping of comments to include in a report which may or may not capture the essence of participants' reflections. As such, with your permission (see below), all written comments you make on this survey will be shared in a public report at a Faculty Senate meeting, communicated to the Board of Visitors, and made available on the Faculty Senate webpage and elsewhere. Thus, if you give permissions, please avoid any self-identifying comments that you do not wish to share publicly. To minimize the chance that the comments can be linked to any specific individual, all comments will be kept separate from all other data in the survey, and comments will be shared only on a university-level, with no college-level reports to be created for this data.

*Thank you for your help and cooperation!*

**The survey should take less than 10 minutes to complete. Please respond now, as the site will be shut down within 8 days.**

**Including the three blocks soliciting open ended comments, there are nine blocks of questions. Please keep advancing and answer as many questions as possible.**

**Thank you! -- The Campus Environment Committee of the Faculty Senate of Radford University**

To begin the survey, please select from the following:

- I have read all statements above and give permission for all of my survey data to be included in reports and made available in the manner described.
- I have read all statements above and give permission for only my quantitative data to be included in reports in the manner described. [Please note that if you select this option, all open-ended items in the survey will be disabled.]

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## 2010 INSTRUCTIONS FOR THE ADMINISTRATION OF THE FACULTY MORALE SURVEY

This annual survey is from the Campus Environment Committee of the Faculty Senate.

The following is a note from Faculty Senate President Steve Owen:

*This survey from the Faculty Senate Campus Environment Committee gives you an opportunity to provide feedback on Radford University regarding the various levels of administration, characteristics of the campus environment, benefits, etc.*

*The Faculty Senate facilitates the administration of this survey on a yearly basis. Please take the time to respond to the survey when it comes to you. The raw data collected will be handled ONLY by the Faculty Senate Campus Environment Committee, and reviewed by the Faculty Senate Executive Council. Data will be reported in a manner that will not connect the individual respondent with the data. [Note: Qualtrics ordinarily does store email addresses with responses, but we have worked with Qualtrics to create a custom survey site so that even the survey administrator cannot access ID information.]*

*Comments will be excerpted to capture the essence of the respondent while minimizing the chance that the comment can be linked to any specific individual. [Please avoid including any self-identifying information.] The results of the survey will be reported to the full Faculty Senate by the 2nd meeting of the Faculty Senate in the Fall or sooner..*

***Thank you for your help and cooperation!"***

The survey should take less than 10 minutes to complete. Please respond now, the site will be shut down within 8 days.

Including the three blocks soliciting open ended comments, there are nine blocks of questions. Please keep advancing and answer as many questions as possible.

Thank you! -- The Campus Environment Committee of the Faculty Senate of Radford University