

## OIE Approval Policy for Class Climate Surveys

To support East Central University in its efforts to make sound data-driven decisions, the Office of Institutional Effectiveness (OIE) employs Class Climate surveys to gather data from the university community. This data is used for institutional purposes which include assessment, evaluation, and institutional reporting for accreditation or grant requirements. Surveys proposed for deployment through Class Climate to be used *for institutional purposes only* will be reviewed and approved by either the Director of the Office of Sponsored Programs and Research (OSPR) or the Chair of the Institutional Research Board (IRB).

For this accelerated review process, the prime survey author must email a pdf document with the following list of items to the OSPR Director, IRB Chair, and OIE Director.

1. Final draft of the survey, including all items and related survey scale(s)
2. Target population
3. Purpose of data collection
4. Description of how the data will be used and reported
5. Specific plan to protect any information gathered that is deemed sensitive (e.g., names, grades, contact information, etc.) *OR a statement noting otherwise*

The submission is limited in length to the full survey plus no more than a 1 ½ page explanation for items 2-5; bullets or narrative form are acceptable.

The review process may require revisions from the survey author to meet the above requirements. If necessary, the survey author may be required to complete an IRB review rather than using this accelerated review process. Once approved, the survey author and OIE Director will be notified via email. Upon notification of approval, the survey author will contact the OIE Research Specialist to initiate the survey build process.

*Surveys proposed for deployment through Class Climate for any purpose other than stated above must complete an IRB review.*