

Calendar of Surveys Edison College 2007-2008	Responsible Unit/ Contact	Instrument Received by PR	Jul-07	Aug-07	Sep-07	Oct-07	Nov-07	Dec-07	Jan-08	Feb-08	Mar-08	Apr-08	May-08	Jun-08	USE OF RESULTS
Collegewide Surveys															
Student Review of Instruction (all classes each Fall semester; classes taught by adjunct faculty in Spring and Summer semesters)	<i>District Provost</i>		Administer Survey	Analyze survey results	Implement changes to courses	Administer Survey	Analyze survey results	Implement changes to courses	Administer Survey	Analyze survey results	Implement changes to courses				
Noel-Levitz Institutional Priorities Survey (Faculty, staff, administration)	<i>IE/ Research, Dr. Pat Gordin</i>		Gather additional questions; e-mail contact info		Send invitations to participate (Sep 24)	Analyze results									
Retention Study (Focus Group)	<i>Academic Services, Laurie McDowell</i>				Study results of previous research and formulate a research strategy										
Departmental Surveys (BAS -Academic/Student Services)															
Educational Needs Assessment (Ongoing; Rotating fields)	<i>VP Academic and Student Affairs (?)</i>														
BAS Employer Survey (Preferred method/schedule, curriculum, facilities, recruiting, guest lecturers, advisory committee)	<i>Planning and Research, Dr. Pat Gordin</i>		Last administered in June 2006												
BAS Enrollment Process Questionnaire	<i>Department of Counseling, Advising & Assessment (Lee), Kathie Morris</i>														
BAS Public Safety Management Program Survey (Recruiting, Advising, Instruction, Curriculum)	<i>Planning and Research, Dr. Pat Gordin</i>		Last administered in Septmeber 2006												
BAS Blended Learning Student Satisfaction Survey (Spring 2007)	<i>Department of Counseling, Advising & Assessment (Lee), Kathie Morris</i>														
BAS in Public Safety Management Student Services Survey (Annual)	<i>Dean of Student Success and Enrollment</i>														

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Departmental Surveys (Academic)															
Library Bibliography Instruction Class Survey (Each semester)	<i>Learning Resources Center, Mary Faulkner</i>								Survey Administration: Bibliographic instruction classes						Survey Administration: Bibliographic instruction classes
Library Weekend User Survey (Periodic)	<i>Learning Resources Center, Mary Faulkner</i>		Survey Administration Users of weekend library services; random weekends												
On-Line Course Evaluation (Ongoing)	<i>Edison On-line, Dr. Roger Bober</i>		Administer Survey	Analyze survey results	Implement changes to courses	Administer Survey	Analyze survey results	Implement changes to courses	Administer Survey	Analyze survey results	Implement changes to courses				
AS Program Employer Surveys - Graduate, Employer, and Program Resources (Annual)	<i>Cardiovascular Technology, Jeff Davis</i>		Evaluate results from previous year and determine changes to program curriculum, course sequencing/scheduling, and instruction	Propose program and course changes to Curriculum Committee.	After approval of curriculum changes, implement changes the following term or academic year.	Clinical affiliate survey distributed.	Propose resource needs to appropriate funding source (e.g., budget, grant).	After approval of funding, implement changes in the new budget year.	Survey program graduates and employers immediately upon graduation (June) and employers 6-12 months after graduation. Survey program resources in June each year (students, program faculty and the medical director).						
AS Program Graduate/Employer Survey (Annual)	<i>Nursing, Dr. Mary Lewis</i>		Evaluate results from 2005-2006 and determine changes	Propose program and	After approval of curriculum changes, implement changes the following term or academic	Propose resource needs to	After approval of funding, implement changes in the new	Survey program graduates and employers immediately upon graduation (June) and							
AS Student, Graduate/ Employer Surveys (Annual)	<i>Business and Technology, Dennette Foy</i>											Survey Administration: Mail	Analyze data; Implement class	Recommend improvements to	
SOAR (Student Opportunities and Rewards) (Fall and Spring semesters)	<i>Academic Support (SOAR), Teresa Grissom</i>				Administer Survey	Analyze survey results	Implement changes to SOAR services	Administer Survey	Analyze survey results	Implement changes to SOAR services					
Public Service Programs follow-up on program graduates and leavers	<i>Public Service Programs, Kim Gresham</i>							Request address information from Planning and Research	Survey Administration: Mail surveys to graduates/ leavers/ employers of the Public Services programs(Criminal	Analyze data and discuss data with Public Safety faculty					
Work Experience Population Profile Survey (Each semester)	<i>Work Experience Coordinator, Lana Hoffman</i>					Survey Administration Student/Employee			Survey Administration Student/Employee						Survey Administration Student/Employee

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Departmental Surveys (Student Services)															
New Student Orientation Evaluations (Monthly)	<i>Department of Counseling, Advising & Assessment (Lee), Kathie Morris</i>		Survey Administra tion	Survey Administra tion	Survey Administra tion	Survey Administra tion	Survey Administra tion	Survey Administra tion	Survey Administra tion	Survey Administra tion	Survey Administra tion	Survey Administra tion	Survey Administra tion	Survey Administra tion	
Counseling, Advising, and Assessment Department Surveys (Ongoing)	<i>Department of Counseling, Advising & Assessment (Lee), Kathie Morris</i>														
Marketing and Resuitment Survey	<i>Billee Silva, Student Development</i>	Nov-07													
Edison College Catalog Survey	<i>Billee Silva, Student Development</i>	Nov-07													
Departmental Surveys (Administration)															
Florida Community College System Salary and Benefit Survey (Fall, Annual)	<i>Human Resources, Pam Fairfax</i>														
Technology Services Help Desk Survey (Ongoing)	<i>Technology Services, Mark Trask</i>	Nov-07							SGA Technology Quick Survey						Eight technology (help desk, computer labs, internet access) questions received an average of 4 out of 5 (Scale: 5=Very Satisfied to 1 = Not Satisfied.)
Café Survey	<i>Billee Silva, Student Development</i>	Nov-07													
Bookstore Survey (Lee) (Annually, each Fall and Spring)	<i>Lisa Tudor, Director of Purchasing</i>							Survey Administration via Portal							
Cafeteria Survey (Lee) (Annually, each Fall and Spring)	<i>Lisa Tudor, Director of Purchasing</i>							Survey Administration via Portal							