



Medicine Hat College Policy SURVEY

Policy #:	RE-01
Policy Authority:	Executive Director, Talent, Culture and Strategy
Executive Sponsor:	Vice-President, Administration and Finance
Approved by:	President and CEO
Effective Date:	August 4, 2021
Next Mandatory Review Date:	August 4, 2026
Frequency of Review:	Every 5 Years

1. OBJECTIVE

This policy provides structure and guidance for the coordination of Medicine Hat College (MHC) surveys.

2. SCOPE

This policy applies to Members of the Medicine Hat College Community conducting surveys for the purpose of gathering data for administrative, planning, research, and reporting purposes.

3. DEFINITIONS

- **FOIP Act:** Freedom of Information and Protection of Privacy Act.
- **MHC or the College:** Medicine Hat College.
- **Medicine Hat College Community:** Members under this policy includes but is not limited to the following:
 - (a) employee: any person who is employed by MHC or who provides services to MHC under an employment contract.
 - (b) student: any person enrolled in study at MHC.
 - (c) volunteer: any person performing work for MHC in an unpaid capacity.
 - (d) contractor: an individual or company (and their employees) who provides services to MHC (with or without a service contract (i.e. a non-employee-employer relationship).
 - (e) community member: any person working in collaboration with MHC for a business or academic purpose, or a visitor to campus.
- **Survey:** a gathering of a sample of data or opinions considered to be representative of a whole.

4. PRINCIPLES

MHC acknowledges that to meet all internal and external data collection needs, a coordinated approach to surveys is required. The college must take steps to reduce the potential for survey fatigue, avoid the duplication of efforts, and manage the timing of surveys given to similar populations in order to ensure that the data collected using surveys is meaningful, and that survey response rates remain high.

5. DIRECTIVES

5.1 Any person or groups wishing to conduct a survey must consult with and obtain the support of the Institutional Planning Lead, with sufficient time for review (and adjustment if necessary) to consider

- if there is other data available that would address the purpose of the survey;
- whether the data collection could be combined with other planned surveys;
- any approvals required by the Research Ethics Board;
- any FOIP or confidentiality policy issues;
- the optimal timing to allow for coordination of surveys in the academic year, minimizing survey fatigue and ensuring survey response rates remain high; and;
- if the survey may pose a risk to the reputation of MHC.

5.2 Surveys this policy applies to:

- individual faculty and employee research;
- requests from external organizations to survey MHC students, faculty, alumni, or employee populations; and
- any surveys of students, alumni, faculty or employees not exempted in this policy.

5.3 Surveys this policy does not apply to:

- participant evaluation of a college event conducted by event organizers;
- assigned coursework or program requirements;
- feedback from clients at the time of service (e.g. 'rate our service' form);
- surveys by the executive of an employee group (e.g. AUPE, FA) of its members; and
- institutional research surveys conducted for MHC for the purpose of institutional planning, reporting, and/or quality measurement.

5.4 The Institutional Planning Lead should be contacted for guidance if there is any uncertainty as to whether a survey falls under this policy.

5.5 Approval of a survey under this policy does not replace any requirements under any other MHC policy or any policy or regulation of any organization or level of government related to the survey. The majority of the surveys this policy applies to will require Research Ethics Board (REB) approval before distribution.

5.6 The Institutional Planning Lead will advise of any changes needed to reduce survey fatigue, prevent the collection of duplicate information, and ensure the survey is coordinated with other surveys.

6. RESPONSIBILITIES

- 6.1 **Institutional Planning Lead, Strategic Research** is responsible for
- (a) providing guidance as to whether or not a given survey falls within the scope of this policy; and
 - (b) assisting with the coordination, development, and administration of surveys, when appropriate and feasible.

7. APPLICABLE LEGISLATION/REGULATIONS

Freedom of Information and Protection of Privacy Act (Alberta)

8. RELATED POLICIES

- 9.2 Integrity in Research and Scholarship
- 9.5 Intellectual Property and Copyright
- 9.7 Ethical Conduct Involving Human Participants
- 9.4 Applied Research

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Kevin Shufflebotham
President and CEO

Date: August 4, 2021

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Wayne Resch
Vice-President, Administration and
Finance

Date: August 4, 2021

DOCUMENT HISTORY

January 2016	Policy approved
August 2021	Revised policy approved