

## Standing Committee Annual Report

**Name of Committee or Council:**

Survey Policy Oversight

**Chair:**

Andrew Luna

**Meeting Dates in Current Year:**

As needed

**Major Actions or Accomplishments:**

This past year was the first full year SPOC had been a committee. While we reviewed and made recommendations on about five surveys last year, the majority of the meetings centered on the following:

1. Communication about the survey policy: [Policy 2:062 - Survey Administration](#)
2. Educate the APSU community on SPOC
3. Create process steps within SPOC
4. Determine the relationship between SPOC and IRB and how the two areas could mitigate redundancy in the survey process
5. Determine the types of recommendations, suggestions, and criticisms appropriate by the committee
6. Engage in discussion as to what type of authority, if any, that SPOC has in making changes to a survey and/or getting a survey approved

The committee is mainly formed around the approval of surveys and the times those surveys are to be administered. Therefore, in lieu of regular meetings, SPOC convenes when a survey review requests has been submitted and/or business and procedural matters of SPOC have to be discussed.