

## [49.] Survey Policy and Oversight Committee

**Membership:** 1 representative from Decision Support and Institutional Research (DSIR) to be recommended by the DSIR Executive Director; 1 representative from Student Affairs to be recommended by the Vice President of Student Affairs; 1 faculty representative to be recommended by Faculty Senate; 1 graduate faculty to be recommended by the Graduate Academic Council; 1 faculty member from the College of Behavioral and Health Sciences (CoBHS) to be recommended by the CoBHS dean. Ex officio members: Institutional Effectiveness and Assessment (IEA) Director; Institutional Review Board (IRB) Committee Chair; Academic Affairs Technical Support (Qualtrics support); Decision Science and Institutional Research Office Manager (for administrative support).

**Description:** The Survey Policy and Oversight Committee (SPOC) will review the quality, content and applicability of all proposed surveys to determine if they adhere to the Survey Administration Policy (2:062) and to issue whatever time, place and manner restrictions are appropriate. Survey administration oversight by the SPOC does not supersede the policies and procedures of the Institutional Review Board. The SPOC will establish a master survey calendar for the institution. The SPOC is the gatekeeper for access to the database containing contact information and provides “contact information release” guidelines to the Office of the Registrar and the Office of Decision Support and Institutional Research. This committee may convene during the first week of the fall semester and, on rare occasions, may convene electronically during the summer.

**(Approver: Provost/SVPAA)**

### 2020-2021 Membership

Name	Area	Department	Service Term*
Andrew Luna, Chair	Decision Support and Institutional Research	Decision Support and Institutional Research	2020-2022
Tammy Bryant	Student Affairs	Director of Student Affairs, Programs & Assessment	2020-2022
Carol Baskauf	Faculty Senate Representative	Biology	2021-2022
Charles Woods	Faculty, COBHS	Graduate Academic Council Representative	2021-2022
Amanda Patrick	Faculty, CoBHS	Sociology	2021-2022
Amanda Wornhoff, Co-chair	Institutional Effectiveness and Assessment (IEA) Director	Institutional Effectiveness	<i>ex officio</i>
Harold Young	Institutional Review Board (IRB) Committee Chair	Political Science and Public Management	<i>ex officio</i>
Brandi Bickham	Academic Affairs Technical Support (Qualtrics Support)	Institutional Effectiveness	<i>ex officio</i>
Rachel Carroll	DSIR/IEA Office Supervisor	Learning Opportunities	<i>ex officio</i>

\* Three-year terms will be staggered after the first year. Service Term is September through August.

If you have questions, concerns, or would like more information about the Survey Policy Oversight Committee please contact:

Andrew Luna, Chair

Email: [lunaa@apsu.edu](mailto:lunaa@apsu.edu)

**\*Refer to the President of Faculty Senate, because the Faculty Senate selects a member from Senate.**