Good [morning/afternoon/evening]. My name is [Name], and I am here to administer the Community College Survey of Student Engagement (CCSSE), a research initiative of the Center for Community College Student Engagement at the University of Texas at Austin. This survey is conducted at community and technical colleges across North America, and the data collected from the survey are being used to improve the community college student experience. Your answers will help this college understand your experience and improve programs and services for all students.

Participation in this survey is entirely voluntary. There are no penalties for choosing not to participate or for stopping your participation at any time. Your decision will not affect your grade in this or any other class or your reputation within our college. However, the information you provide will help our college—and other colleges across the country—to improve their services.

If you are under the age of 18, please do not complete the survey; however, please remain in the classroom during the administration.

If you have completed the survey in another class, you are welcome, but not required, to take the survey again; however, should you opt not to take the survey again, please remain in the classroom during the administration.

Please enter your VID using the VID Card we have provided for you. Please return it to me or shred it.

Please rest assured that your individual responses to this survey will remain confidential and will only be seen by the University of Texas at Austin research team and selected administrators and faculty at this college.

As you complete this survey, please remember that you are responding based on your experiences at THIS college during THIS academic year, and not only about this particular class. You may only use a #2 pencil, no pens, to fill in the circles. Please fill in the circles completely; do not use X’s or check marks.

We expect it to take no more than 45 minutes to complete this survey, but it may take up the entire class period. If you have any questions after you finish, feel free to contact the Center for Community College Student Engagement at 512-471-6807. We appreciate your participation.

[When all students are finished, or when time has run out, collect survey materials from students.]
Additions to the Script / Steps to Follow

These are based on questions asked in trainings...

Idea: As you skim this you may know most of it. If there are items that are new to you, you can write them to your “script” (blue) or your “administrator instructions” (green) so you have less paper to sort through.

Set Up
1. With 45 minutes for the survey plan on 5-10 minutes to set up.
2. Arrive in time to unlock the door if that is needed.
3. Faculty may be annoyed, let us know if you have any trouble – thank them
4. Thank the instructor and they can stay in the room if they want to but may want to leave.
5. Ask them what to do at the end of the 45 minutes, if they still have class.
6. ...make sure to arrive early to pick up your materials and become familiar with them.

Tell Students
1. We Care (Remember: you are the “face and voice” of the college)
2. This will take time
3. There are no right answers, this is not a test
4. It’s about the college, not this class
5. ***VID is required****
6. Please answer the best you can or move on to the next question.
7. Do not worry if you haven’t finished.....

What Else to Know...
1. Students who decline should still fill in their IDs for attendance
2. Students can search “CCSSE” on the Valencia site for more information
3. Students under 18 are asked in the script to not take it – no worries if a student ignores this – There is a question about this on the survey, so CCSSE can pull it if a student slips in somehow.

Information Sheet
1. Please fill in the “Information Sheet” with what you know
2. Do not ask students if they have special needs 😊 you know this already, I know....
3. Our IPEDS number is: 138187
4. Administration time is the time it takes to set up, to take the survey, and to collect everything. Total.
5. After spring break we will provide an added datasheet to help with the info sheet.
6. Please use that datasheet to fill in the “Info Sheet....” with items like “special needs”
7. If you don’t get a datasheet, please mark that on your envelope “Did Not Complete Info Sheet”
8. Let your campus coordinator know – so we can fill it in (if you return it to the pile we may not find it...)

Wrap Up
1. Count the surveys at the end, make sure you have all
2. Sort them so they all face the same direction, same orientation
3. Collect the pencils and collect the VIDs to shred
4. If you finish after hours and can store them in your office that would be helpful.
5. Let your campus coordinator know of any problems / questions ASAP. (Thanks!)
6. Please note any problems that arose on the outside of the envelopes.