Each college participating in CCSSE has a Campus Coordinator, an individual responsible for ensuring a successful survey administration. The Campus Coordinator designates and works with Survey Administrators responsible for communicating with faculty and conducting the in-class survey administration. The steps below outline the CCSSE survey administration procedures for Survey Administrators.

Survey Administrators—college staff members who
• serve as the point of contact between the Campus Coordinator and faculty whose courses are selected for surveying;
• communicate with faculty about the administration process and schedule in-class administration times;
• read the Survey Administration Script to each class surveyed;
• complete and sign the Student Report Information Sheet; and
• administer, collect, and return completed surveys to the Campus Coordinator.

☐ **Step 1:** Survey Administrators receive procedural materials from Campus Coordinator

In preparation for survey administration, the Campus Coordinator sends the “Campus Coordinator’s Letter” to faculty whose classes have been selected for survey administration, notifying them that their courses have been selected and that a Survey Administrator will contact them regarding a date and time for in-class survey administration.

The Campus Coordinator then provides Survey Administrators with the following materials:

☐ “CCSSE FAQs” and “CCSSE Student FAQs”
☐ Sample List of selected courses and corresponding instructors
☐ “Scheduling Letter” template

Survey Administrators should review these materials and contact the Campus Coordinator with any questions.

☐ **Step 2:** Survey Administrators contact instructors to schedule in-class administration

Survey Administrators send the “Scheduling Letter” to faculty whose courses have been selected to schedule a time for in-class administration.

☐ **Step 3:** Survey Administrators receive course packets and pencils from Campus Coordinator
Survey Administrators should check course packets to ensure each packet includes:

- Survey Administration Script with In-Class Administration Instructions
- Student Report Information Sheet
- CCSSE Program Code Sheets (or college-tailored Program Code Sheets)
- Special-Focus Items/Custom Survey Items Sheets
- Surveys

Survey Administrators should also receive #2 pencils.

☐ **Step 4: Survey Administrators conduct survey administration**

On the scheduled date and time, Survey Administrators arrive at the instructors’ classrooms with course packets, pencils, and “CCSSE Student FAQs”.

During in-class administration, Survey Administrators must

- read the Survey Administration Script to the class and follow the procedures outlined in the script;
- provide each student with the following:
  - CCSSE Program Code Sheet (or college-tailored Program Code Sheets) - Students use this sheet to respond to survey item #37
  - Special-Focus Items/Custom Survey Items Sheets - Students mark responses to these items on page 8 of the survey instrument in the Additional Items box, **NOT** on these sheets
  - CCSSE survey - Each course packet contains enough surveys for the enrollment figure listed on the course packet label
  - #2 pencil - Students **MUST** complete the survey with #2 pencils; surveys completed in pen will **NOT** be scanned. Note that pencils should be collected and redistributed throughout survey administration as not enough pencils are provided for each survey sent;
- show students the survey, indicating that there are items on multiple pages, front and back;
- complete the bottom section of the Student Report Information Sheet using a #2 pencil;
- sign the Student Report Information Sheet to indicate that the Survey Administration Script was read to the class;
- collect completed surveys at the end of the class period and place them in the original course envelope along with the signed Student Report Information Sheet; unused surveys and ancillary materials can be discarded or recycled; and
- collect pencils for use in other classes.

☐ **Step 5: Survey Administrators return completed surveys to Campus Coordinator**

Survey Administrators return completed surveys and corresponding signed Student Report Information Sheets in their original course envelopes to the Campus Coordinator.