Accreditation Self-Study Committee, Standard IIC – Minutes
February 22, 2011
Present: Stefanie Sasaki (recorder), Femar Lee, Charles Miller, Frank Mauz, Miles Nakanishi, and Jon Blumhardt
Absent: Cyndi Uyehara

Library Survey Update

I. Stefanie received from Ross Egloria a link to manually input student survey responses from the print version into SurveyMonkey.

II. Ross also advised that the committee should decide how to handle survey questions when no answer is selected. The online survey is setup so that if a "required" question is left unanswered, the survey taker cannot proceed to the next question. This will be problematic when we manually input survey results from paper to online. The committee decided to not input "incomplete" paper surveys. The group will re-assess the issue once the survey period ends to see how many incompletes were set aside.

III. There was a question as to whether the survey results could be exported from SurveyMonkey to an Excel spreadsheet. Update: Ross confirmed that export to Excel is available, but the committee would have to request the document through him since he is the administrator.

IV. 500 copies of the survey were received from the print shop. Using Femar’s list of randomly selected courses, committee members separated the surveys into smaller batches for the separate class visits. The survey will be active for three weeks (February 28 through March 18). It was decided that another 200 copies of the survey were needed. Stefanie will send out an email blast to faculty & staff, which will include a link to the online survey.

V. Jon volunteered to send out the survey link directly to students of 4 DE courses. https://www.surveymonkey.com/s/FGJvX2S

VI. It was suggested that a short intro be written for the class visits, so that committee members could inform students what the survey was for, as well as provide any specific instructions. Stefanie will send something out.

VII. College Skills Center: After speaking with Ross, Femar advised that the committee should speak directly with Lianne Nagano to gain a better understanding of CSC’s re-org and its impact on accreditation.

Next meeting: Tuesday, March 29 1:30pm Bldg 7/421