



## 2021–2022 HEDS Diversity and Equity Campus Climate Survey Information Sheet

The [HEDS Diversity and Equity Campus Climate Survey](#) asks students, faculty, staff, and administrators about their:

- Perceptions of their institution’s climate
- Perceptions of how their institution supports diversity and equity
- Experiences with discrimination and harassment at their institution

You can use information from this survey to:

- Develop a better understanding of the extent to which your institution’s campus climate supports diversity and equity
- Inform and improve support, policies, and practices at your institution related to diversity and equity, including those aimed at preventing or responding to discrimination and harassment

The survey has been used by public and private institutions, from community colleges to research universities, and is designed to be administered to everyone in the campus community – undergraduate students, advanced degree students, faculty, staff, and administrators. The survey usually takes less than 15 minutes to complete, and responses are anonymous. All institutions, regardless of whether they belong to HEDS, are welcome to participate.

We designed the survey for people who spend a significant amount of time on campus, not people who work remotely or students who take their courses primarily online. However, you may administer the survey to everyone. The survey asks people if they primarily take classes/work on campus or online. We will look at the data to see how results for these groups may differ, and we encourage you to consider this factor as well.

You can administer the HEDS Diversity and Equity Campus Climate Survey for any 3–6-week period between October 1, 2021, and April 30, 2022. We ask that you register at least three weeks prior to the date on which you plan to begin administering the survey.

### Administration Methods and Information

- **Email method** – Qualtrics, our survey engine, sends each participant an email invitation with a unique link to the survey. You may send up to three email reminders to participants who do not complete the survey. You may customize both the invitation and the reminders, and each message appears to come from your institution.
- **Authentication method** – You provide participants with a common link, and they use a unique password, such as their email address and/or ID number, or a general campus password to access the survey.
- **General link (no authenticator) method** – You provide participants with a common link, and no password is required to access and complete the survey.

To learn more about these administration methods please see our [Distribution Methods](#) document. For an additional fee, you can select multiple administration methods. If you want to use more than one administration methods (e.g., you share a general link to the survey with all invited participants, and they also each receive an email with a unique link to the survey), please let us know so we can discuss the advantages and disadvantages of this approach. To ensure consistency in the administration process and comparative data, as well as people’s anonymity, we do not allow institutions to administer any HEDS survey through their own survey engines.

To help institutions survey everyone on campus, we can provide:

- a paper survey for people on campus who might not have a campus email address or easy access to a computer.
- a Spanish translation of the survey.
- a screen reader compatible version of the survey.

When you register for the survey, you can indicate if you are interested in these alternatives. Please note, the opening of the survey which serves as consent, states that responses are anonymous and exclude personal information, including name, email address, student or employee identification number, and IP address. This is part of our IRB approval. Therefore, we will need to work with you to ensure your process for handling completed paper surveys also maintains anonymity. Please contact us if you have any questions about using these survey options.

### Anonymity

The survey asks many demographic questions to develop a better sense of diversity at your institution. However, responses are anonymous. We exclude personal information, including name, email address, student or employee identification number, and IP address, from the data you receive.

We also remove some variables and/or combine response options into broader categories to maintain the anonymity of respondents. We will review open-ended text responses and remove the names of anyone who identifies themselves or is accused of discrimination and/or harassment and send the reviewed open-ended text responses in a separate file. The data file that we return to you will not include any institution-provided personal information such as race/ethnicity, gender, academic classification, employee type, or campus ID number.

Given the sensitive nature of the data from these surveys, your institution must agree to our secure data handling practices during [registration](#) in order to receive a data file. We also encourage you to work with your institutional review board (IRB) to help to assure your campus constituencies that your institution is treating the survey data and findings appropriately.

### Reports and Data Files

Standard administration reports and data files include:

- SPSS and Microsoft Excel files with your institution's survey data.
- reports that compare your institution's results to those of all other participating institutions on all survey questions and indicators.
- a compilation of open-ended survey responses.
- an online report which will give a real-time summary of responses to some of the survey questions.

### Fees

Each survey administration includes the following in the base cost:

- One 3- to 6-week survey administration
- One administration method
- Unlimited number of students and employees invited to take the survey
- Up to 1,000 completed surveys
- One survey invitation and up to three reminders for email method
- Up to 10 closed-ended supplemental questions (*e.g., multiple-choice, matrix, check-all-that-apply*)
- Reports and data files as specified above
- Post-survey phone consultation with a member of the HEDS staff about your institution's survey data

	<b>HEDS institutions</b>	<b>Institutions not in HEDS</b>
Base cost	\$500	\$2,000
Additional administration method(s) ( <i>email, authentication, or general link with no authenticator</i> )	+ \$125 per additional method	+ \$175 per additional method
Completed surveys beyond the first 1,000. ( <i>Count includes all administration methods but does not include partially completed surveys or duplicate surveys by the same person. Invoiced after survey window closes.</i> )	+ \$1.00 per extra response	+ \$1.40 per extra response
Up to 10 additional closed-ended supplemental questions ( <i>for a total of 11–20 closed-ended supplemental questions</i> )	+ \$250	+ \$300
Up to two open-ended supplemental questions ( <i>We charge more for these types of questions given the additional staff time needed to review text responses for identifying information; the fees per completed survey are in addition to the standard fee for over 1,000 completed surveys</i> )	+ \$125 per question plus \$0.50 for each additional completed survey over 1,000	+ \$175 per question plus \$0.70 for each additional completed survey over 1,000
Late registration fee ( <i>see explanation in registration section below</i> )	+ \$250	+ \$300

If you want to administer a survey to people at multiple campuses or within a multi-institution system, please contact Nicole Seidler ([nicole.seidler@hediconsortium.org](mailto:nicole.seidler@hediconsortium.org) or 765-361-6381) for more information.

## Data Security

HEDS secures your survey data and participant information by:

- Using Qualtrics, a survey engine, to protect and store your participant information and responses securely. Qualtrics protects their servers with firewalls, security scans, and nightly data backups. Qualtrics' security statement is available at <http://www.qualtrics.com/security-statement/>.
- Storing your participant information and survey results downloaded from Qualtrics on Box in a folder that only HEDS staff members can access. Box is a password-protected, encrypted, secure file storage system. See more information about Box's privacy and security at <https://www.box.com/business/enterprise-security/>.
- Using end-to-end encryption via SendSafely to securely transfer files between HEDS and your institution. See more information at <https://www.sendsafely.com/security/>.
- We use TunnelBear as a virtual private network (VPN) to secure our online tasks when we work remotely. Learn more about how TunnelBear secures internet browsing here: <https://www.tunnelbear.com/blog/stronger-encryption/>.
- Deleting all materials with invited participants' personal information from Box and the HEDS Qualtrics account sixty days after all final reports and data files have been delivered, and we have confirmed you received them.
- We will not share any personally identifiable information with any outside individuals or entities.

## Other Survey Information

- **Survey liaison** – You need to identify one individual from your institution to serve as the survey liaison to handle survey logistics, communicate with the HEDS staff, etc.



- **IRB approval** – As the provider of the HEDS Diversity and Equity Campus Climate Survey, we submitted the survey to the Wabash College Institutional Review Board (IRB) for review, and it qualified for exempt status. The Wabash IRB letter for the 2020–2021 administration is available [here](#). We will update this document with the letter for the 2021–2022 administration when it is available. We encourage you to work with your own IRB for approval, including approval of supplemental questions if applicable, before administering this survey. The Wabash IRB will not enter into authorization agreements with institutions that use HEDS surveys.
- **Mandatory participation** – You should not make the survey mandatory or use survey incentives that may affect voluntary participation without consulting your IRB. In addition, the introduction to each HEDS survey, which informs participants that the survey is voluntary, cannot be altered.
- **Submitting the survey** – Participants may choose not to answer any question in the survey. They may also stop taking the survey at any time and choose not to submit their data. This means that we will only keep survey responses if they click the “submit” button at the end of the survey. We have done this to ensure that people have complete control over whether their responses are included in our data files and reports.
- **Supplemental questions** – You can add supplemental questions related to the survey’s subject matter at the end of the survey. The questions must not ask for information that would lead to the identification of people taking the survey. Each sub-question on a multipart or matrix question counts as one close-ended supplemental question. A question that is answered with a text response counts as an open-ended supplemental question. Your data file(s) will include participants’ responses to these questions, but the HEDS reports will not. For more information on how to count and format supplemental questions before submitting them to HEDS, please review our [Supplemental Question Guide](#).
- **State requirements or initiatives** – If your institution is in a state that requires or has an initiative to survey students and/or employees about matters related to diversity and equity, we will work with you to meet those obligations. Please contact us to describe your needs.
- **Survey Participation** – You will be able to track the number of submitted surveys throughout your administration window using the real-time data report we share with you.
- **Embedding institution names** – We will configure the survey so that your institution’s name appears prominently on each page and in questions.
- **Capping responses** – We can place “caps” or limits on the amount of completed responses your survey will accept to help plan for expenses associated with administering our survey. Please let us know if you are interested in this.
- **Survey Agreements** – We detail our expectations, practices, fees, and terms of this survey in this document and our [Supplemental Administration Information document](#). If your institution requires us to use an agreement developed by your institution and we determine that we need our attorney to review that agreement, we will add the cost of that review to your survey fee. Currently, the standard rate for a contract review by our counsel is \$500.

## Registering for the HEDS Diversity and Equity Campus Climate Survey

You can register for the 2021–2022 HEDS Diversity and Equity Campus Climate Survey using our [online registration form](#). Once you submit the registration form, we will be in touch with you to discuss your survey preferences and the associated fees. Following this conversation, we will send an invoice which you can pay by credit card, direct deposit, or check.

You must register at least three weeks prior to the date on which you plan to begin administering your survey. We will make decisions about accepting late registrations on a case-by-case basis. If we can accommodate a late registration, we will charge an additional late fee.



### HEDS Diversity and Equity Campus Climate Survey Administration Contact

Please contact Nicole Seidler ([nicole.seidler@hediconsortium.org](mailto:nicole.seidler@hediconsortium.org) or 765-361-6381) if you have any questions. You can download a copy of the survey from our website at: <https://www.hediconsortium.org/heds-diversity-equity-campus-climate-survey/>.