The MSU Faculty Senate Ad-Hoc Committee on Faculty Satisfaction Survey Preliminary Year-end Report for FY15

The Ad-Hoc Faculty Satisfaction Survey committee began work in January and will conclude this year’s charge at the end of June 2015.

During this year, the committee established a number of recommendations for Faculty Senate consideration (see Report to Faculty Senate 3.26.15). The committee reviewed and made minor updates to the annual faculty satisfaction survey. We created a consent letter and secured IRB approval for the survey (see attached). The survey was transferred to the Office of Institutional Research for recreation in Class Climate and for dissemination of the survey and collection of the responses.

The committee recommended Faculty Senate establish a standing committee with membership specifically chosen to represent research interests as well as each college; the committee will continue to be chaired by the Faculty Senate Vice President.

Committee membership: Andy Bertsch, Shirley Cole-Harding, Linda Cresap (chair), Harry Hoffman, Chris Keller, Cari Olson, ShaunAnne Tangney, Johnna Westby

Committee meetings: January 26, 2015; February 2, 2015; February 23, 2015; March 2, 2015; March 9, 2015; and May 12, 2015.

The final report will be filed upon completion of the FSS Summary Report.

Submitted by

Linda Cresap, Ph.D.
Faculty Senate VP and Committee Chair
Faculty Senate
Faculty Satisfaction Survey Committee

January 26, 2015
Minutes


Members absent: Cari Olson, Andy Bertsch

New Business:
Linda reviewed the committee’s charge per the Faculty Senate Minutes or September 4, 2014, as follows:

Recommended committee ... Consider: Where the survey results should be housed, how to publicize results, the function of the survey—to help FS President and MSU President to understand the campus climate and how to put the info to its best use.

Discussion:

Survey content:
- No comments or suggestions have been received in regard to the content of the survey.
- The content appears to be the same that it has been for many years.
- Was question 64 supposed to have been removed last year?
- Are respondents truthful in completing the demographics?
- Our charge does not include making changes to the survey.
- Committee agreed that no changes would be made to content this year.
- Linda will send out an electronic copy of the survey because the copies are hard to read.

Retention of survey raw data and summaries:
- Recommended by FSE that all items be retained in Institutional Research Office.
- How long should items be retained? Ten years suggested since that is the timeline for institutional accreditation.
- Where is information stored right now? Variety of locations. Anton has e-copies of raw data back to 2006 (some missing). Suggested that prior FS VPs may have retained data both e-versions and hard copy.

Publication of results:
- Should results go on FS website? Information presented to FS has often been stored with FS minutes on the website (inconsistently done). No copies are in the library (Linda checked last year).
- Results could go just on SharePoint, but only FS members would see them. Concern that all faculty should be able to view results/summaries.
- Personal information—any personal identifications—should be removed from surveys, specifically the comments—before publication.
• Comments should be included in publication.
• What role has or should IRB play? Has approval been sought yearly? Appears no consent information is provided with survey?

Function of results:
• Is there mention of this in FS Bylaws (Chris will check)?
• Incoming FS President is informed by the results and typically goes over the results with MSU’s President and VPAA.
• What does FS do with results? Supposed to guide agenda for FS for year, but is that possible?
• Suggested that ‘function of survey’ be specified in bylaws if it is not already. Further, discuss FS President setting 3-4 goals for FS for the year based on results.
• Once FS President has reviewed results with MSU President and VPAA, MSU President should convey to Faculty Senate plans underway to address issues which have risen from the results.

Action Items:

Linda will contact IRB chair, Bryan Schmitt, about history of IRB approval for FSS. She will also draft a participant informed consent message for this year’s survey to include confidentiality statement as well as retention and publication of results.

Shirley and Chris, having both served as FS VP’s, will check their records to see if they have prior FSS raw data and/or summaries in hard copy of electronic copy. From this information, we will determine a process for seeking prior copies throughout campus and getting them into some retention format in Institutional Research.

Chris will check the bylaws for further information about “function” of the survey.

Next meeting Monday, February 2, 12:00-12:45 in Main 324.

Meeting adjourned at 12:45 pm

Linda Cresap, Committee Chair and FSVP
Members attending: Andy Bertsch, Linda Cresap, Shirley Cole-Harding, ShaunAnne Tangney, Chris Keller, Harry Hoffman, Cari Olson  Member absent: Johnna Westby

Minutes from the previous meeting were approved (Keller/Hoffman).

Unfinished business:
IRB: Linda reported that yes, we do need to have IRB approval, per Bryan Schmidt, chair of IRB committee, for the FSS this year. IRB approval has not been applied for in the last few years. We will also provide a letter of consent, which Linda will draft for the next meeting.

Past surveys and data: Regarding past surveys and data, copies of any prior information found should be given to Cari Olson to be held in IR. Anton reported that he provided Cari a jump drive with information he had on file. He will delete his files. Linda will contact prior year’s VPs of FS to ask about other records.

FSS in Bylaws: Chris reported that there is minimal information in the FS Bylaws regarding the FSS. The only reference is that the VP of FS is to administer the annual FSS.

Class Climate: Cari checked on the anonymity for the survey participants using this software. She will generate random unique passwords for each participant in the survey. The password will link the participant to the survey.

New Business:
It was moved (Bertsch) and seconded (Hoffman) to drop item number 64 from the survey. This item was not included in the analysis last year. Motion carried.

Cari has started to input the questions into the Class Climate software.

It was moved (Tangney) and seconded (Keller) that the Office of Institutional Research would be the repository for survey data and summaries. Motion carried.

Discussion took place as to what the function of the survey is supposed to be. Is it to inform the Senate President and the MSU President? Agreed that function is to inform the Senate President but the Senate President generally provides information to the MSU President as well. Suggested this further function be specified in the FS Bylaws. No motion at this time.

It was moved (Tangney) and seconded (Hoffman) that the committee recommend to Faculty Senate to establish a permanent committee to administer, analyze, report, and disseminate survey summaries. Members on the committee should include VP FS (chair), IR, a quantitative
and a qualitative research, and a representative from each college. Members will be appointed by the FS President. Motion carried.

Next meeting will be Monday, February 23, from 12:00-12:45.

Meeting adjourned.

Linda Cresap, chair

Minutes from the previous meeting were approved as amended (Bertsch/Cole-Harding).

Unfinished business:

Reminder that the FSS Committee is to make recommendations to the Faculty Senate in response to its charge.

Continued discussion on the function of the survey: Committee determined that the FS Bylaws need to include specific information about the survey storage and dissemination:

- The incoming Faculty Senate president is obligated to share results of the survey with the University President.
- Summary of faculty climate related comments will be shared with the University President with the consent of the Faculty Senate Executive Board.
- Survey data and summaries remain the property of the Faculty Senate.
- Access to the survey data and summaries is at the discretion of the Faculty Senate.

Class Climate software: Cari asked about removing question 20 from the survey. Question 20 is in regard to the Foundations of Excellence project. Moved to eliminate question 20 from the survey (Bertsch/Keller). Motion Carried.

New Business:
Changes were made to the draft consent letter (attached). All recommendations as well as the new survey template and consent letter will need to go to Faculty Senate. Once FS approves, the application to IRB can be submitted.

At the next meeting we will work on updates to the Bylaws based on ideas from today.

Next meeting will be Monday, March 2, from 12:00-12:45.

Meeting adjourned.

Linda Cresap, chair
Members attending: Linda Cresap, Shirley Cole-Harding, Chris Keller, Cari Olson, ShaunAnne Tangney

Members absent: Andy Bertsch, Harry Hoffman.

Minutes from the previous meeting were approved (Keller/Cole-Harding)

Unfinished business:

Cari sent members the online survey last week; she indicated she still needs to make a few minor adjustments and then add the consent letter. Once complete, Faculty Senate members will receive a link for reviewing the online document as part of the FSS Committee Report to FS.

Several changes were made to the letter of consent. A new version accompanies these minutes.

Items for the Bylaws:

The following motion (approved Feb 2, 2015)

It was moved (Tangney) and seconded (Hoffman) that the committee recommend to Faculty Senate to establish a permanent committee to administer, analyze, report, and disseminate survey summaries (see amendment rewording below) Members on the committee should include VP FS (chair), IR, a quantitative and a qualitative research, and a representative from each college. Members will be appointed by the FS President. Motion carried.

Was amended (Tangney/Keller) to read:

...to establish a permanent committee whose duties will include

1. Updating the survey and letter of consent
2. Assuring IRB approval is up-to-date
3. Coordinating with the Institutional Research Office the administration of the survey
4. Analyzing the survey results
5. Creating and disseminating the survey report.

Amended motion was approved.

From the February 23 minutes, committee made adjustments to the function of the survey as follows: (item 1) the incoming Faculty Senate president is obligated to share the summarized survey report with the University President. Delete item 2.
Additionally, committee recommended that the function of the committee be placed in the Bylaws, General Rules for Faculty Senate, as item L. Faculty Satisfaction Survey Committee (Article III, Section 1, Item L), with wording such as “the annual Faculty Satisfaction Survey (FSS) will be updated, distributed, conducted, and analyzed by the FSS Committee.”

Linda will pull all the discussions, suggestions, and approved motions and create a draft of the inserts for the Bylaws for our next meeting.

Next meeting will be Monday, March 9, Main 320, 12:00-12:45 pm.

Linda Cresap, Ph.D.
FS Vice President
Faculty Satisfaction Survey Committee  
March 9, 2015  
Minutes

Present:  Andy Bertsch, Chris Keller, ShaunAnne Tangney, Cari Olson, Harry Hoffman, Linda Cresap  
Absent:  Shirley Cole-Harding

Unfinished Business
Additional changes were made to the consent letter. These should be the final changes, so Linda will forward the copy to Cari to add to the survey. Cari will set up a link for Faculty Senate to view the letter and the survey.

Andy pointed out some minor changes to the survey. Also, committee discussed the responses to the gender question. Harry offered to send members the choices used on a Climate survey. If all agree, we will recommend those changes be made to question 58.

Committee reviewed the proposed inserts to the FS Bylaws and made a few adjustments. Motion to approve (Keller/Tangney) as edited; motion carried.

New Business
Committee determined April 15 to be a target date for the survey distribution, with a two-week window for return.

Linda will create a report for the Faculty Senate including the recommendations and take those to the FS on March 26. Linda will also submit the application for IRB approval.

Next meeting will be called after the surveys are collected so we can discuss analysis.

Linda Cresap, Ph.D.  
VP Faculty Senate
Faculty Satisfaction Survey Ad-Hoc Committee
Recommendations to Faculty Senate, March 26, 2015

Committee Members:
Linda Cresap, VP Faculty Senate and Committee Chair
Andy Bertsch
Shirley Cole-Harding
Harry Hoffman
Chris Keller
Cari Olson
ShaunAnne Tangney

The committee met January 25, February 2, February 23, March 2, and March 9, 2015. We submit the following recommendations to the Faculty Senate for consideration.

In regard to the Faculty Satisfaction Survey, the committee recommends removal of questions 20 and 64 from the survey:

20. At MSU participation in the Foundations of Excellence is worthwhile.
64. Are you a United States Citizen?

And a change of responses for question 58, What is your Gender? to
Female
Male
Transgender-Female
Transgender-Mail
Genderqueering/Gender-nonconforming
Other (please specify)

Pending approval of the above three changes to the survey, the letter of consent and survey () will secure IRB approval and be disseminated to the MSU faculty via Classroom Climate in mid-April.

The committee also recommends the Faculty Senate establish a standing committee, the Faculty Satisfaction Survey (FSS) Committee.

The committee recommends the following inserts to the Faculty Senate Bylaw in regard to the FSS Committee:

Insert in Article III – The Faculty Senate, Section 1--General Rules for the Faculty Senate

L. Faculty Satisfaction Survey

The annual faculty satisfaction survey will be conducted by April 15 of each year by the Faculty Satisfaction Survey (FSS) Committee. The incoming Faculty Senate President is obligated to share the summarized report with the University President. Survey data and summaries remain the property of the Faculty Senate. Access to the survey data and summaries is at the discretion
of the Faculty Senate. The Office of Institutional Research will be the repository for the survey data and summarized report.

Insert for Article III, Section 3--Faculty Senate Standing Committees

Faculty Satisfaction Survey (FSS) Committee

1. Membership

The Senate Vice President will chair the committee. Membership will include a representative from the Office of Institutional Research, one faculty experienced in quantitative research, one faculty experienced in qualitative research, and a representative from each college.

2. Method of selection

The President of the Senate, with the approval of the Faculty Senate, shall appoint all members to the FSS committee.

3. Term

Faculty members shall serve three-year staggered terms.

4. Methods of filling a vacancy

The President of the Senate, with the approval of the Executive Board, shall appoint the replacement for any faculty positions that become unfilled.

5. Duties
   - To update the survey and letter of consent.
   - To assure IRB approval is up-to-date.
   - To coordinate with the Office of Institutional Research the administration of the survey.
   - To analyze the survey results.
   - To create and disseminate the summarized report.

Copies of meeting minutes will be attached to our final report submitted following the completion of this year’s survey.