

Baccalaureate Leadership Council Subcommittee on Graduate Surveys
Graduate Survey Policy approved by BLC 5/3/2017

1. The BLC has created a Graduate Survey subcommittee that will meet quarterly prior to the BLC meetings
 - a. Initial members Char Gore, Anna Baldwin, Walter Hudsick, and Bonita Corliss
2. Process for Updating Survey
 - a. Only members of the survey subcommittee will have access to the graduate survey itself for editing.
 - b. The survey subcommittee solicit updates to the degrees listed on the survey quarterly at the BLC meetings
 - c. Requests for changes (additions, deletions, wordsmithing) to the general questions on the surveys be sent to the survey subcommittee for initial vetting and recommendation to the BLC
 - i. Changes to survey, if approved by BLC will happen once per year in Spring.
3. Process for Accessing Data
 - a. Program Directors/Managers/Chairs/Other Designated people have “view only” access to the spreadsheet generated from the survey responses and that this access include all aggregated college data for the entire state.
 - b. SBCTC have “view only” access to the spreadsheet generated from the survey responses and that this access include all aggregated college data for the entire state.
4. Distribution of Survey to graduates
 - a. Surveys to be sent out locally by program managers or equivalent for each program (someone whose name the graduate would recognize).
 - b. All programs with past graduates attempt to survey past graduates to collect as much historical data as possible.
 - c. Send the survey six months post-graduation.
 - d. Collection of student personal emails by program managers/faculty during their capstone or final courses so that they can be reached after graduation.
5. Reporting of data
 - a. The State Board provide a yearly report based off of the information collected from this survey to share with the BLC

Link to view survey: <https://goo.gl/forms/8BlxfiabOd85xDGv2>