



# MSU SURVEY COMMITTEE

The **MSU Survey Committee** was established to increase collaboration, improve our institution's survey quality, and provide university-level coordination and organization to streamline surveying across campus. As a result of this committee, there are now policies and guidelines in place for all surveys sent to MSU faculty, staff or students. These systems are critical to ensuring we are administering high quality surveys inclusive in their data collection, while preventing duplication, survey fatigue and oversampling.

The Survey Committee will review all surveys sent to MSU faculty, staff, and students to:

- Reduce campus survey fatigue.
- Avoid duplication and seek to improve collaboration.
- Prevent over sampling.
- Coordinate release dates prioritizing institution wide surveys.
- Provide calendar with list of upcoming and completed surveys.
- Improve survey quality and collection of information.
- Review surveys for sensitive information.
- Check for the level of detail requested for demographic and personal information.
- Review process for administering survey and storing data.

## What counts as a survey?

A survey is anything that uses standardized questions to gather information from individuals about preferences, thoughts, and behaviors systematically. Surveys take many forms including paper, telephone, email, QR codes, or through a URL. Excluded are in person interactions such as focus groups, interviews, and other face-to-face interactions. Also excluded are pop quizzes, requests to participate in a research study, and collecting information on a form or inventory.

## Which surveys go to the committee?

All surveys sent to any MSU faculty, staff, or students, with few exceptions.

Exclusions include:

- Surveys conducted by instructors as part of their course, surveys to inform instruction, and the Student Perceptions of Learning Surveys (SPLS).
- Surveys conducted by units as part of planning for program offerings.
- Surveys relating to federal reporting, accreditation, and rankings.
- Surveys relating to the evaluations of academic programs, departments, and colleges.
- Surveys relating to employment or matriculation, e.g. as part of a search or performance review, or exit survey.

For more specific information and guidance on exceptions and the process overview, visit [ir.msu.edu/surveys/should-i-submit](https://ir.msu.edu/surveys/should-i-submit).

## Questions?

If you have a general or potential survey question, please reach out to [survey@msu.edu](mailto:survey@msu.edu).

## Additional Resources

[Survey FAQ | Michigan State University \(msu.edu\)](#)

[Survey Links | Michigan State University \(msu.edu\)](#)