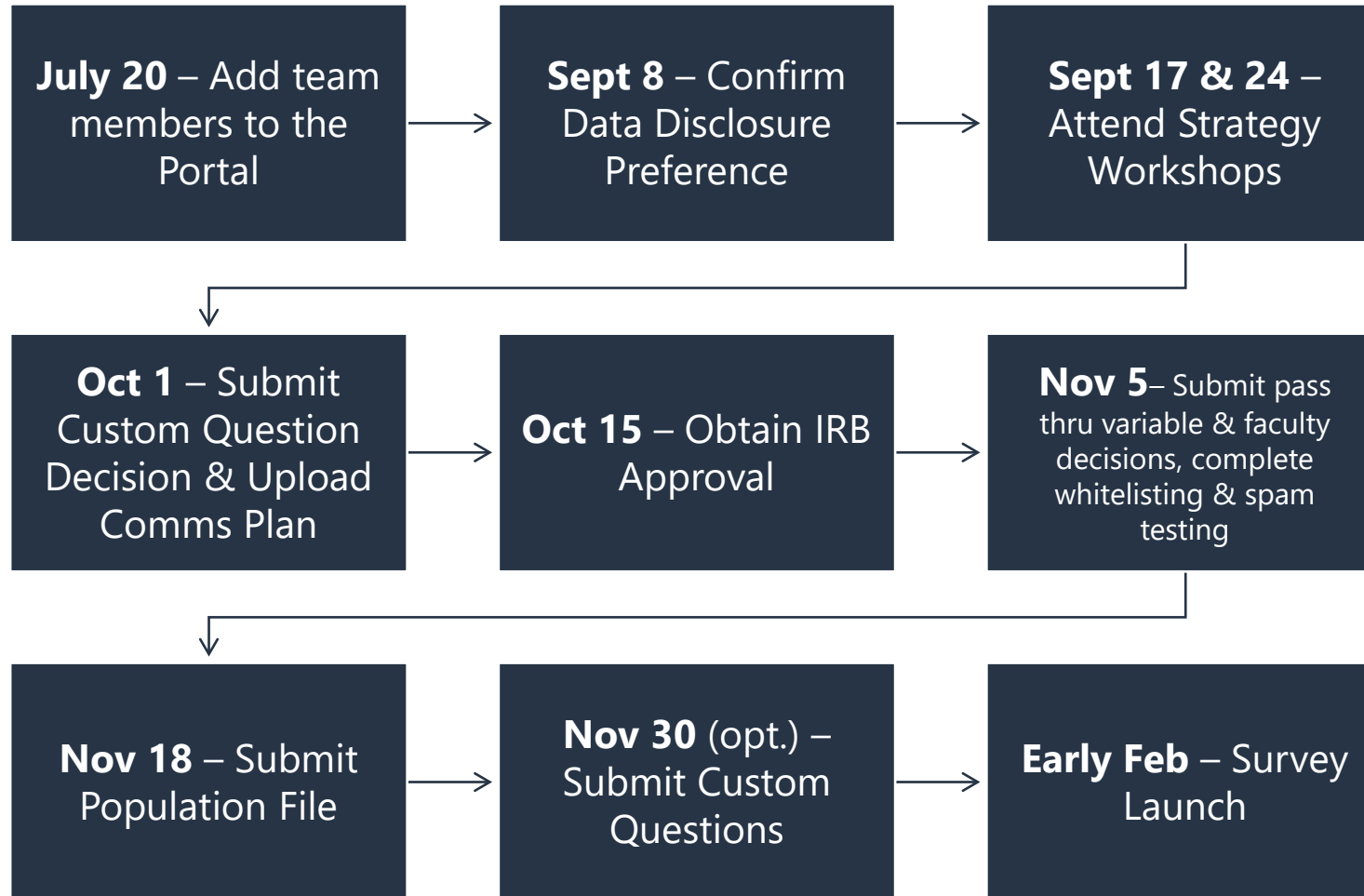


SURVEY ADMINISTRATION TIMELINE

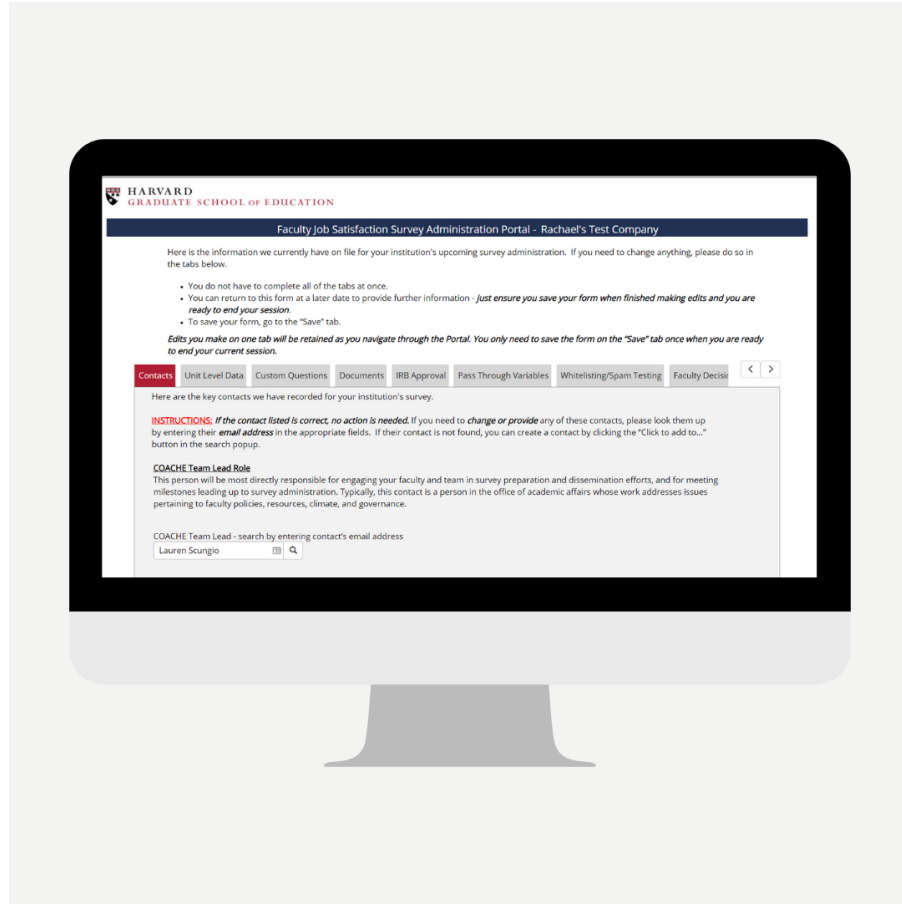


Download the full version at: <http://coache.net/timeline>

SURVEY ADMINISTRATION PORTAL

- Links to your institutions' Survey Administration Portals were sent out in the 7/16 kickoff email
- The Portal is where you will update COACHE on the decisions your institution has made, and upload documents related to survey admin
- You are not required to complete everything in one sitting. You can save your changes and return to the Portal to complete tasks over the next several months.
- Decisions can be updated and overwritten. To prevent confusion, we recommend designating one team member who will update your institution's records.

✓ Watch the [overview video](#)



FORM YOUR TEAM

Deadline: ASAP

- Review [Module 1: Forming a Team](#)
- Team members uploaded to the Portal will receive communications from COACHE related to survey administration
 - Team Lead
 - Team Members (add up to two)
 - Institutional Research Contact
 - Real Time Response Rate Contact
 - Data Administrator (if receiving unit level data)
- Potential additional team members to include
 - Faculty governing board chair or similar rep
 - Chief diversity officer
 - Principal investigator (e.g. NSF ADVANCE)
 - Communications officer
 - Others (see Module 1 for full list)



CONFIRMING YOUR DATA DISCLOSURE PREFERENCE

Decision Deadline: September 8

NOT RECEIVING UNIT RECORD DATA

Advantages:

- Confidentiality
- Reduced workload for IR staff

Disadvantages:

- Must outsource custom analysis to COACHE

RECEIVING UNIT RECORD DATA

Advantages:

- Flexibility in analysis
- Potential data sharing with consortia (e.g. AAUDE, COFHE, HEDS)

Disadvantages:

- Data management and security
- Risk of lower response rates

CUSTOM QUESTIONS

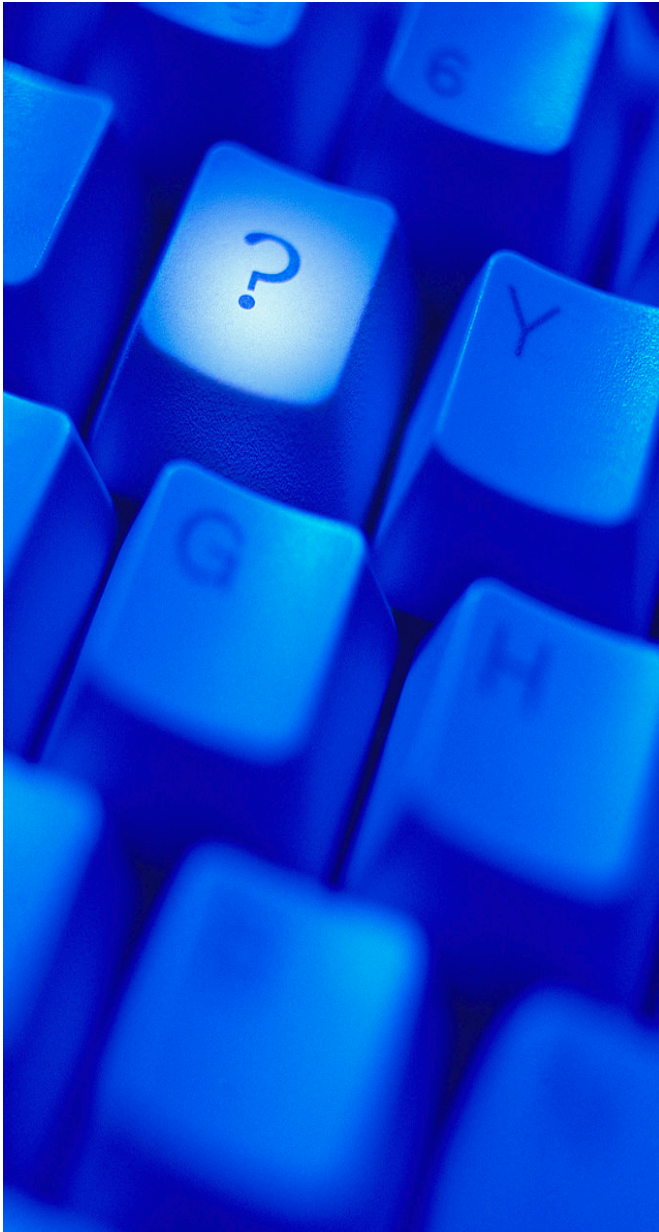
Decision Deadline: October 1; **Question Deadline:** November 30

OVERVIEW

- \$250 per question, 15 questions max.
- Questions are appended to the end of the survey
- Reporting consists of frequency data with limited demographic variables
- Open-ended responses are not redacted/cleaned

PROCESS

- ✓ Review [Module 2: Considering and Creating Custom Questions](#)
- ✓ Submit decision to Survey Admin. Portal by Oct. 1
- ✓ Draft questions
- ✓ Schedule a time to discuss with Todd & Jeannie
- ✓ Revise & upload final q's to Survey Admin. Portal



IRB APPROVAL

Deadline: October 15



Be sure to share the [Harvard University Human Subjects Approval Letter](#) with your IRB office

COMMUNICATIONS PLAN

Deadline: October 15



A thorough communications plan is essential to getting strong, and representative, response rates.

Plan to meet with your team early on to start creating and implementing your plan.

- ✓ Review [Module 3: Crafting Your Communications Plan](#)
- ✓ Attend the 9/24 Strategy Workshop on [Creating Your Communications Plan](#)

PASS THROUGH VARIABLES

Deadline: November 5



- \$100 per variable, 5 max.
- Data is appended to the population file and is passed through into the unit record data file
- You must receive unit record data
- No identifying information

FACULTY DECISIONS

Deadline: November 5



- By default, non-tenure-track faculty are included under our new pricing model
- If you signed a multi-year contract, or deferred last year, you will need to actively opt into including these faculty for an additional cost
- Please check your Participation Agreement to see if this applies to your institution
- Clinical medical faculty are not automatically included
- You must actively opt-in in order to receive a medical school report (\$7,500)

EMAIL WHITELISTING & SPAM TESTING

Deadline: November 5

- Contact your IT team to have the following addresses whitelisted so invitations make it through your spam filters
 - coachefaculty@abtsurvey.com
 - coachefaculty@abtassoc.com
- 1-2 weeks prior to survey administration, COACHE will send a test email to you and/or your IT staff. To participate, please add up to 10 contacts who should receive the test email in the Portal

POPULATION FILE

Deadline: November 18



Your population file determines the path your faculty follow through the survey.

- ✓ Review [Module 4: Preparing Your Population File](#) for more detailed guidance on eligible faculty, population file variables, and a downloadable Excel template.

QUESTIONS?
