

HCTC

HAZARD COMMUNITY AND TECHNICAL COLLEGE

Design Your Future

OFFICE OF INSTITUTIONAL RESEARCH

Lees College Campus of HCTC

Breathitt Life Skills Center

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HCTC TECHNOLOGY SOLUTIONS – INSTITUTIONAL RESEARCH

**EMPLOYEE SATISFACTION WITH AD HOC DATA/
SURVEY REQUESTS SURVEY**

SURVEY REQUESTS SURVEY

RESULTS SUMMARY – SPRING 2010

July 24, 2010

**HCTC TECHNOLOGY SOLUTIONS – INSTITUTIONAL RESEARCH
EMPLOYEE SATISFACTION WITH AD HOC DATA/SURVEY REQUESTS SURVEY
RESULTS SUMMARY – SPRING 2010**

HCTC employees who submitted either an ad hoc data request or survey request from March 2010 to June 2010 were asked to complete a 9-question satisfaction survey. A copy of the survey instrument is attached to this report. Five questions asked for a level of agreement, one question was demographic, two questions related to the type of request, and a final open-ended question asked for comments.

According to the data request/survey request log, the Coordinator of Institutional Research completed a total of 84 requests from March 10-June 30, 2010. The survey link was sent via email at the time the data or survey request was completed (i.e., point-of-service). A total of 15 responses were collected for the survey during the time period – 12 related to data requests and 3 related to survey requests.

Please see the attached Survey Results report for the specific totals and percentages. An attached Excel file contains the raw data which includes feedback for the open-ended question. Please see the following summary table. A summary statement concludes this report. The final page of this document provides the codebook for the raw data.

SUMMARY STATEMENT

This was the first semester an employee satisfaction with ad hoc data requests or survey requests had been administered to HCTC employees. Overall, respondents are satisfied with the services provided by the Office of Institutional Research (IR). The IR Coordinator will continue to administer this point-of-service survey as each data or survey request is completed. The data will be compiled at the end of each semester.

**HCTC TECHNOLOGY SOLUTIONS – INSTITUTIONAL RESEARCH
EMPLOYEE SATISFACTION WITH AD HOC DATA / SURVEY REQUESTS SURVEY – SPRING 2010**

SUMMARY TABLE

Survey Item	SATISFIED		DISSATISFIED	
	Number	Percent	Number	Percent
3. The information was provided in a timely manner.	15	100.0%	0	0.0%
4. The information provided met my expectations.	14	93.3%	1	6.7%
5. I am satisfied with overall quality of information provided.	15	100.0%	0	0.0%
6. I am satisfied with overall quality of customer service I received.	14	93.3%	1	6.7%
7. The IR Office seeks opportunities to improve the collection, management, and quality of data pertaining to HCTC.	15	100.0%	0	0.0%

Legend:

Satisfied = combined total and percentage for Strongly Agree or Agree

Dissatisfied = total and percentage for Disagree or Strongly Disagree

CODEBOOK FOR RAW DATA

Request Type: data = 1; survey = 2

Type of Information Requested: accreditation = 1; assessment = 2; demographics = 3; enrollment data = 4; special research = 5; general HCTC facts = 6; information for grant proposals = 7; external resource data = 8; survey data = 9; Other = 10

Satisfaction Level: Strongly Agree = 1; Agree = 2; Disagree = 3; Strongly Disagree = 4