



**Community & Technical College**

**OFFICE OF INSTITUTIONAL RESEARCH**

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**INSTITUTIONAL RESEARCH  
EMPLOYEE SATISFACTION WITH AD HOC DATA/  
SURVEY REQUESTS SURVEY  
RESULTS SUMMARY – SPRING 2015**

***May 21, 2015***

**INSTITUTIONAL RESEARCH**  
**EMPLOYEE SATISFACTION WITH AD HOC DATA/SURVEY REQUESTS SURVEY**  
**RESULTS SUMMARY – SPRING 2015**

HCTC employees who submitted either an ad hoc data request or survey request from January-April 2015 were asked to complete an 11-question satisfaction survey. (Data or surveys requests completed in June would normally be included the spring survey administration, but was not this time due to the fact that the 2014-15 Assessment Plans needed to be completed by the end of May this year.) A copy of the survey instrument is attached to this report. Seven 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 logs, the Office of Institutional Research completed a total of 139 data requests and 32 survey requests (includes both the survey setup and the results report) from January-April 2015 compared to 199 data requests and 32 surveys requests in Fall 2014 for June-December 2014, 98 data requests and 32 surveys in Spring 2014 for January-May 2014. The survey link was sent via email at the end of June-December only to those employees who requested data or survey assistance during each particular month. A total of 29 responses were collected for the survey during Spring 2015 compared to 25 responses received for Fall 2014, 29 responses received in Spring 2014, 32 responses received in Fall 2013, 45 responses received in Spring 2013, 44 responses received in Fall 2012, 53 responses received in Spring 2012, 21 responses received in Fall 2011, 53 responses received in Spring 2011, 15 responses received in Fall 2010, and 15 responses received in Spring 2010.

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**

Overall, 100% of respondents are satisfied with the services provided by the Office of Institutional Research. All comments were positive.

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**SUMMARY TABLE**

Survey Item	SATISFIED		DISSATISFIED	
	Number	Percent	Number	Percent
3. The information was provided in a timely manner.	29	100%	0	0%
4. The information provided met my expectations.	29	100%	0	0%
5. I am satisfied with overall quality of information provided.	29	100%	0	0%
6. I am satisfied with overall quality of customer service I received.	29	100%	0	0%
7. I am encouraged to use data in my job.	29	100%	0	0%
8. The IR Office seeks opportunities to improve the collection, management, and quality of data pertaining to HCTC.	29	100%	0	0%
9. The IR Office seeks opportunities to improve institutional effectiveness.	29	100%	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