

# Race/Ethnicity Pilot Survey FAQs



## Frequently Asked Questions

### 1. What is the Race/Ethnicity Pilot Survey?

The Race/Ethnicity Pilot Survey is a stand-alone online survey that will be piloted April 15–June 15, 2021. The purpose of this pilot survey is to help colleges understand their students' experiences with racism, inclusion, and belonging.

### 2. How can colleges participate in the pilot survey?

Colleges that are participating in *CCSSE 2021* (either online or paper-and-pencil) can participate free of charge in the pilot. During the *CCSSE 2021* data verification process in December 2020, the college contact can select participation.

After participation in the pilot is selected, the college contact will be sent an addendum to the Institutional Membership and Agreement Form to be signed by the college president. Colleges will not be able to participate in the pilot survey without presidential consent.

### 3. Who should receive the pilot survey?

The pilot survey should be shared with all students enrolled in credit-bearing classes, including developmental education. The pilot survey should not be shared with incarcerated students, as they may not be exposed to the full breadth of the community college student experience. Dual enrollment students should also not be invited to participate in the pilot survey as most are under the age of 18 and many may not be exposed to the full breadth of the community college student experience. Colleges should communicate with eligible students in advance of the pilot survey being sent and throughout the administration process. The Center will provide communication templates for these targeted messages.

### 4. How will the pilot survey be sent to students?

The Center will provide the college contact the pilot survey link. Each student will need a unique access code to enter the survey. On the first day of the administration window, the pilot survey link and access codes should be sent to students via email and/or any other mechanism that allows for sharing individual access codes with each recipient. The Center will provide a sample pilot survey invitation.

If a college participates in the online version of *CCSSE 2021*, the same access codes should be used for the Race/Ethnicity Pilot Survey.

If a college participates in the paper-and-pencil version of *CCSSE 2021*, the Center will provide the college a list of unique access codes totaling the number of survey-eligible students at the college. Alternatively, the college can use unique identifiers that students are familiar with as the access codes. The unique identifiers cannot be social security numbers.

#### **5. When should the pilot survey be administered?**

The pilot survey can be administered at any time during April 15–June 15, 2021. The Center recommends sending the pilot survey invitation to students as soon as possible after the pilot survey opens and sending students reminders throughout the administration window. The Center will provide a responder tool that the college contact can use throughout the pilot survey administration process. The tool will list access codes that have been used so that the college contact can match unused access codes with students who have not responded to the pilot survey and send them targeted reminder messages. The Center will provide reminder message templates to the college contact.

#### **6. What type of reporting will colleges receive?**

On June 30, colleges will receive access to a raw data file of responses. The data file will not include associated access codes to protect student confidentiality.

On July 31, colleges will receive access to several frequency reports: all student responses, student responses disaggregated by race/ethnicity, student responses disaggregated by age, student responses disaggregated by gender identity, and student responses disaggregated by sexual orientation.

#### **7. Will any customization be allowed with the pilot survey?**

Colleges can customize three terms in the pilot survey if there are alternate terms that would be more familiar to their student population: “advisor/counselor,” “student success course,” and “first-year experience.” If a college participates in the online *CCSSE 2021*, the same customizations used there will be imported into this pilot survey.

If a college participates in the paper-and-pencil version of *CCSSE 2021*, a request to customize any of the three terms for the pilot survey can be made during the data verification process.

#### **8. Will this survey of this kind continue to be offered beyond 2021?**

This is the Center’s intention. As this is a pilot administration, the Center welcomes feedback on the pilot survey content. Please email [info@cccse.org](mailto:info@cccse.org) with feedback.