



Campus Compact

2016 Annual Membership Survey

Survey open until November 23, 2016

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Terms and definitions

Community engagement: For the purposes of this survey, the definition of *community engagement* follows the one used for the Carnegie Community engagement classification: The collaboration between institutions of higher education and their larger communities (local, regional/state, national, global) for the mutually beneficial exchange of knowledge and resources in a context of partnership and reciprocity. The purpose of community engagement is the partnership of college and university knowledge and resources with those of the public and private sectors to enrich scholarship, research, and creative activity; enhance curriculum, teaching and learning; prepare educated, engaged citizens; strengthen democratic values and civic responsibility; address critical societal issues; and contribute to the public good.

Community-based learning: All credit-bearing learning experiences in which student action on behalf of community goals is a significant component of the learning process. Community-based learning includes practices such as service-learning and community-based research, along with other pedagogies through which students participate in advocacy, electoral processes, community dialogue, or other similar activities.

Frequently Asked Questions (FAQs)

1. Why should our institution complete the 2016 survey?

While maintaining longitudinal questions that have allowed us to measure the growth of the field over decades, the 2016 survey reflects modifications that create greater accessibility for researchers and alignment with other data collection instruments. Your institution's responses will be combined with those from the 1,100 campuses nationwide that comprise the Campus Compact network. You will be able to compare your institution's progress with state and national trends, as well as against similar institutions, and better articulate the value of your work to elected officials, funders, and the media. We hope that you will use this survey to assist in your own institutional community engagement reporting and planning and as a preparation for other surveys and/or award applications.

2. Who should fill out the annual membership survey?

Every Campus Compact member institution is invited to submit one response to the survey. Campus Compact is sending an invitation to the individual identified as primary contact (e.g., community engagement administrators) to direct efforts to complete your institution's survey. S/he will need to collect data and receive assistance from a number of different people and offices.

3. Can we preview all of the questions before starting the survey?

Yes, you can print a PDF of the survey, available on Campus Compact's website.

Some state/regional Campus Compact offices have included location-specific questions to the survey, and you will not be able to preview those in the national survey PDF. Contact your state/regional office about questions they may have included.

4. Where do we access the online survey?

Campus Compact is sending a unique survey link via email to the primary contact at each member institution.

A list of primary contacts to whom the survey link was sent is available on Campus Compact's website. If you believe your institution's contact is incorrectly listed, contact Maggie Grove at mgrove@compact.org. For more information about how your institution is completing the survey, please contact the individual listed.

5. What if I lose my unique survey URL? How will I access the survey?

Contact Kristin Medlin at kmedlin@treetopcommons.com, who will be able to share your survey URL information.

6. May we submit our campus response in any other format?

Survey responses submitted in any other format cannot be accepted. Campus Compact is working with TreeTop Commons, LLC, to facilitate the gathering of survey responses from hundreds of institutions. This online survey format makes data collection efficient and cost effective.

7. Can we enter data, save, and return to the survey at a later time?

Yes. You may use your unique survey link to return to the survey at any time, from any computer or browser and continue completing your institution's survey.

Once you select the "submit" button on the last page of the survey, you will not be able to edit or return. Please make sure that you have completed all survey questions with the best available data before selecting the submit button.

8. How long will the survey take to complete?

Collecting the data will be the most time-consuming aspect of this survey. We encourage you to print the PDF version and gather all information before entering the online survey. If you have gathered all data, you can expect to spend 45–60 minutes entering data into the online survey.

9. Are these the same questions asked in previous years of the survey?

The survey has evolved over time with the field. We have maintained central questions for their longitudinal value for decades. The 2016 survey reflects modifications that create greater accessibility for researchers and alignment with other data collection instruments. Participating in the survey this year is of particular value, as we celebrate the evolution of the field and consider the future.

This year reflects a return to rotating question sets over two years. The 2016 survey focuses on student course-based learning, alumni, and community-campus partnerships, while the 2017 survey will ask about institutional coordinating units, faculty roles and rewards, student community engagement, and assessment.

Basic characteristics of your institution will be pulled from the [Integrated Postsecondary Education System](#) (IPEDS) and integrated into your institution's survey data.

10. What if we don't know the answer to a particular question?

We encourage you to seek assistance and information from others at the institution. Consider collaborating with colleagues in institutional research, the registrar's office, or the alumni office to complete survey questions as accurately

and comprehensively as possible.

11. What do we do if the survey won't advance to the next page?□

Check to see that all required questions have been answered on the page. A red error message can be found above each individual question that has been completed incorrectly or has been skipped. Make sure to respond to numerical questions with only numerical responses.

12. How do we know that our survey was submitted successfully?□

Once you select the "submit" button on the last page of the survey, you will see an acknowledgment page. The system will not allow another response to your institution's unique survey link thereafter. In addition, you will immediately be able to download a copy of your survey responses.

13. How do our state/regional Campus Compact staff know if our survey is complete?□

All survey responses are date and time stamped. State/regional Campus Compact office staff receive reports periodically throughout the survey period indicating which institutions have completed the survey. Using this information, staff often follow up with individual institutions to support completion.

14. How do we get a copy of our institution's responses?□

In advance of completing the survey online, we encourage you to print the PDF of questions and record your responses. Once you have submitted the online survey you will immediately be able to download a copy of your survey responses in PDF format. When you are presented with your responses, click on the PDF icon in the top right corner of your browser to download.

Note that the annual survey employs sophisticated branching logic; therefore institutions will not have to answer every question in the annual survey. However, when you download a copy of your responses, you will see all questions asked on the survey, including questions that were skipped as a result of the logic, which will appear blank.

In spring 2017 a copy of your institution's responses will be sent as a spreadsheet to the two institutional contacts identified in your survey, along with links to the Executive Summary and national, state, individual, and affinity group templates.

15. May we get a copy of the institution's response to last year's survey?□

If your institution completed the survey last year, the person who submitted on behalf of the school received an email with a copy of institutional responses.

16. Are responses confidential?

Campus Compact will use the data collected through the annual survey to report information to the public in the aggregate only. Both national and state/regional summaries may be utilized to educate others about the collective efforts of our membership. The individual submitting the survey on behalf of an institution receives a copy of the survey that s/he can share with relevant contacts at that institution. Individual institution responses will be shared with state/regional Compacts to inform professional development and services they can provide to members in the area.

17. Who else on my campus has been asked to complete the survey?

Campus Compact will identify only **one** primary contact at each member institution that will receive a unique survey link via email. That individual is responsible for coordinating their institution's response, and is encouraged to collaborate with others to gather the survey information, but will be solely responsible for electronically inserting data to the annual survey and submitting it. In the event that the incorrect primary contact was identified, this link may be forwarded to another appropriate contact at your institution.

State and regional Compact offices also communicate with institutional primary contacts to encourage completion. A list of primary contacts to whom the survey link was sent is available on Campus Compact's website. For more information about how your institution is completing the survey, please contact the individual listed for your institution.

18. Why are we entering information about the 2015–16 academic year, when the survey is titled 2016 Membership Survey?

Campus Compact recognizes that data collection takes time and collaboration. Therefore, we seek to collect annual survey data in the fall following each traditional academic year. The results of the survey will be made available in the spring of 2017.

19. What is meant by “academic year 2015–2016?” Does this include summer sessions? What if the institution operates on trimesters?

Campus Compact expects that the data reported in the annual survey is representative of the 2015–2016 academic year as defined by your institution. It is most important that the same method for determining your academic year be utilized consistently over time so as to avoid double reporting on the annual survey.

20. May we include graduate students in our report?□

Yes. The survey population includes **both** undergraduate and graduate students at your institution.

21. What if we don't know how Campus Compact defines a particular word used in the survey?□

Campus Compact member institutions use terms differently from institution to institution. If you have questions, please see the terms in the definition section for clarification. Beyond these definitions, we ask that your institution interpret terms throughout the survey as they are utilized on your campus.

22. What if we have additional questions?

Contact Maggie Grove, Director of Operations, at mgrove@compact.org. She will provide a response to your questions within two business days of your email. Please be sure to include your email and phone number with your query.