

Guidelines for CAUDIT Members Conducting Surveys

1. Overview

Each year CAUDIT members undertake surveys seeking information from other members on a variety of topics and activities. These surveys are not only useful to the institution initiating the survey, but more often than not also to the sector more broadly. When requested, CAUDIT facilitates the collection of survey data on behalf of the initiating institution.

Given time demands on both CAUDIT members and CAUDIT staff, the following guidelines are provided to assist member institutions seeking to survey the sector. Please use these guidelines to ensure a proposed survey does not reflect data elements already collected through a previous survey or available from CAUDIT benchmarking activities.

2. Survey preparation

The CAUDIT website contains historical survey data. It is recommended prior to initiating a survey members should refer to this resource. Access to past CAUDIT surveys is available at: <https://www.caudit.edu.au/resources>

In accessing these past surveys please consider:

- the relevance of previous survey questions
- the length of time since the listed survey data was collected
- whether sufficient and relevant data was already collected
- data may be available within the CAUDIT Benchmarking data set.

Where a similar survey was conducted previously institutions may choose to request CAUDIT re-use the earlier survey. This may be an effective time saving option as well as a useful base for trend analysis.

To assist in determining whether a previous survey may be an appropriate option, if available, CAUDIT will provide contact details for the original survey.



Guidelines for CAUDIT Members Conducting Surveys

3. Survey Format

Though no specific rules around the length and complexity of surveys apply, institutions should take into account the potential time required to complete the proposed survey responses. To achieve the best participation rate from members it is recommended every effort should be made to keep the survey as simple as possible. From past experience the longer and more complex a survey is the lower the participation rate.

CAUDIT uses the SurveyMonkey online survey tool. SurveyMonkey can be configured for small and large surveys, and can manage a variety of question types and complexities. Another available feature is the institution can choose to have their respective institution logo uploaded onto the survey itself.

4. Survey Initiation

Institutions may initiate surveys as self- initiated or as CAUDIT assisted survey initiation

4.1 Self-initiated Surveys

When an institution seeks to initiate a survey they may choose to engage with CAUDIT members directly. This option is recommended only when the survey is brief and requires only simple responses.

Surveys initiated in this manner should include a brief overview of the purpose of the survey, contact details from within the institution for the collection of responses and a closing day for survey responses.

Direct survey requests can be emailed to caudit@googlegroups.com by those with membership to the list itself [eg CIO/IT Director].

Institutions electing to self-initiate surveys should forward their collated responses to CAUDIT via email at surveys@caudit.edu.au . Survey responses then will be made available to the sector via notification on the CAUDIT website.



Guidelines for CAUDIT Members Conducting Surveys

4. Survey Initiation [Continued]

4.2 CAUDIT Assisted Survey

CAUDIT members can request assistance from CAUDIT staff to prepare and distribute surveys of any size and format on the institution's behalf.

For CAUDIT to assist in the survey the following requirements are requested.

The initiating member needs to make a request to CAUDIT via email at surveys@caudit.edu.au with the following information:

- A brief overview of the survey including relevant background material.
 - this overview should be no longer than a paragraph as it will be sent in the covering email request
- List of survey questions required.
 - for more complex surveys, the questions should be provided as attachment to the email request
- Definition of terminology used
 - to ensure correct interpretation of issues and terms
- Contact details of nominated individual at the institution
 - to enable CAUDIT members to contact the institution directly about the survey
 - for forwarding of the survey results
- Closing date for survey responses.

Once CAUDIT is provided with this information on the survey:

- The request will be acknowledged via return email
- CAUDIT will create the survey via the SurveyMonkey tool and forward a copy to the institution contact. Upon receiving approval in writing from that representative, CAUDIT will send an email to all CAUDIT members seeking their participation
- Respondents will be asked to liaise with the nominated institution contact directly with any queries on the survey itself
- Depending on the complexity of the survey and staff work load at the time of the survey CAUDIT will endeavour to release the survey within two business days of receiving all the above requested information



Guidelines for CAUDIT Members Conducting Surveys

5. Data Collection and Publication

CAUDIT aims to publish all survey data collected by member institutions.

5.1 Self-initiated Surveys

Where an institution elects to self-initiate a survey, collated responses should be forwarded at the earliest possible opportunity to CAUDIT via email at surveys@caudit.edu.au.

Members should ensure the survey data is presented in a meaningful and legible format for other members to read and reference. Acceptable formats include MS Excel or PDF.

5.2 CAUDIT Assisted Survey

The institution nominated contact will be provided with the raw survey data in MS Excel format for internal analysis. The initiating Institution may elect to provide CAUDIT with a copy of their analysis and findings. This then also will be made available to CAUDIT members. If the analysis and data are provided in PDF format CAUDIT would request the source data also to be made available.

6. Further Information

For further information regarding CAUDIT member surveys contact CAUDIT survey services:

via email at surveys@caudit.edu.au

or by telephone on +61-2-6222 7575.

