CCFSSE FAQs

General Questions

1. What is *CCFSSE*?
The Community College Faculty Survey of Student Engagement (*CCFSSE*) is an online companion survey to the Community College Survey of Student Engagement (*CCSSE*). It elicits information from faculty about their teaching practices, the ways they spend their professional time, and their perceptions of student engagement and educational experiences.

2. Can colleges participate in *CCFSSE* without administering *CCSSE* at the same time?
No. Faculty survey participation is limited to colleges participating in *CCSSE* during the same academic term.

3. What is the cost of *CCFSSE* participation?
CCFSSE pricing is available on the Membership Options page of the *CCSSE* website at http://www.ccsse.org/join/options.cfm#ccfsse.

4. What are the college's responsibilities while participating in *CCFSSE*?
Campus Coordinators must include instructor first name, last name, and e-mail address information in the college's *CCSSE* Course Master Data File (CMDF), the file that contains survey-eligible courses offered by the institution during the term of CCSSE administration. The Center uses this information to e-mail faculty members a personalized invitation to complete *CCFSSE*. The Center recommends that Campus Coordinators send a test e-mail to all faculty prior to CMDF submission to ensure that all addresses are correctly listed, and that they work with their institution's IT staff to ensure that firewalls and spam-blocking software do not interfere with delivery of the Center's invitation e-mail. After the initial invitation e-mail from the Center, Campus Coordinators are responsible for monitoring response rates via the Faculty Non-Responder Tool and for sending survey completion reminders to faculty.

5. What is the deadline for faculty to complete the survey?
The *CCFSSE* deadline can be found in the *CCFSSE* Administration Timeline; it is the same day that completed *CCSSE* surveys are due at the Center.

Course Master Data File (CMDF)

6. What if I don't have e-mail addresses for all faculty?
CCFSSE invitations are only sent to faculty with valid e-mail addresses included in the CMDF at the time of submission for *CCSSE* sampling, so the college should include as many valid faculty e-mail addresses as possible.

7. Should duplicate faculty e-mail address be included in the CMDF?

Yes. Faculty e-mail addresses should be provided for each course listed in the CMDF. Faculty members listed multiple times will receive only one e-mail invitation to participate in the survey.

8. If a class is team taught by two faculty members, how should their e-mail addresses be included?
It is easiest to include only the e-mail address for the first faculty member of record. However, if the second instructor for a course is not listed elsewhere in the file, contact your *CCSSE* Liaison for details on how to modify listings such that both instructors will receive invitations.

9. Can I update my list of faculty e-mail address after submitting the CMDF?
No. After submitting the CMDF, no changes can be made to the file.

10. What happens after the CMDF is e-mailed to my *CCSSE* Liaison?
After receipt of a sample-ready CMDF, the Center will randomly select the college's *CCSSE* sample and send it to the Campus Coordinator for confirmation. Upon confirmation of the sample file, the Campus Coordinator will receive an e-mail with a link for *CCFSSE* invitation send-out date selection. The Campus Coordinator then selects a date on which *CCFSSE* invitations will be sent to faculty. One week prior to the selected invitation date, the Campus Coordinator should send the Campus Coordinator's Notification E-mail to introduce the survey to faculty and request their participation.

Sampling Procedures

11. Is the sampling process the same for *CCSSE* and *CCFSSE*?
No. A random sample of students is surveyed for *CCSSE*, but all faculty members included in the CMDF are invited to participate in *CCFSSE*.

12. How do faculty members teaching more than one course respond to survey items?
If a faculty member teaches more than one credit course, the Center randomly selects one of their courses and asks the faculty member to think about that course while completing the survey. Asking all faculty to reflect on a single randomly-selected course standardizes the survey process and limits respondent bias, leading to better quality data for the college.

Survey Administration

13. How is the survey administered?
CCFSSE is administered online. Faculty members log into the survey using the hyperlink and access code provided in the invitation e-mail.

14. What is the timeline for *CCFSSE*?
CCFSSE is administered concurrently with *CCSSE.* Campus Coordinators can choose from one of four invitation (start) dates which range from mid-February to late April; the survey completion deadline is the same as the *CCSSE* survey return deadline.

15. When will *CCFSSE* invitations be sent to faculty?
Colleges participating in *CCFSSE* will have the option of selecting one of four *CCFSSE* invitation dates. The available dates are Mondays ranging from mid-February to late April.

16. Will the Campus Coordinator be notified before invitations are sent out?
Yes. The Campus Coordinator will receive a *CCFSSE* invitation send-out reminder from the Center the Thursday before their selected *CCFSSE* invitation date.

17. How long does it take to complete the survey?
CCFSSE can be completed in approximately 25-30 minutes.

18. The sample *CCFSSE* invitation indicates that faculty will be asked to reflect on a specific course. What does this mean?
Specific survey items ask faculty to think about their teaching practices in a course they teach (rather than to base their responses on an average of several courses). This course is randomly selected from among those the faculty is listed as teaching in the CMDF. The course's title, meeting times, and other information is provided in the invitation e-mail. If this course is no longer meeting, faculty are asked to think of another course they are currently teaching.

19. What if the course listed in *CCFSSE* invitation e-mail does not match the faculty member's course selected for *CCSSE* administration?
As the sampling process for *CCFSSE* and *CCSSE* is different, it is not uncommon for a faculty member to be asked to reflect on a particular class that is not part of the *CCSSE* administration. Course-level information is not included in the analysis of either *CCFSSE* or *CCSSE*; this information is only used for sampling purposes.
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20. Can the survey be completed in multiple sittings?
Yes. Progress is saved each time the faculty member completes a page of the survey. Note that faculty members who have completed some but not all of the survey will be listed in the Faculty Non-Responder Tool.

21. Does the Center provide updates on *CCFSSE* completion rates?
The Campus Coordinator is responsible for monitoring *CCFSSE* completion rates via the Faculty Non-Responder Tool. This password-protected web page is updated daily and provides a downloadable list of faculty members who have not completed the survey. The list can be used in conjunction with the [*CCFSSE* Reminder to Faculty](#) template to send personalized survey completion reminders.

Reporting

22. How will *CCFSSE* results be reported to the college?
CCFSSE and *CCSSE* results will be released electronically on July 31. *CCFSSE* reports have their own page within the *CCSSE* online reporting system, and include side-by-side frequency distributions for faculty and student responses to similar items, as well as frequency distributions for faculty-specific items. In addition, participating colleges will receive a separate raw data file containing faculty responses; only non-identifying faculty information is included in this file. A summary of *CCFSSE* findings will also be included in the *CCSSE* Key Findings report.