

FAQs

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. Are there any differences in how *CCFSSE* is administered for colleges participating in the online version of *CCSSE*?

Faculty will experience *CCFSSE* exactly the same way whether your college is administering the survey fully online or in the classroom. There are some minor procedural differences to setting up the survey noted in the *CCFSSE* Procedure Guide and throughout this document.

4. 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>.

5. What are the college's responsibilities while participating in *CCFSSE*?

For colleges administering *CCSSE* in the classroom, Campus coordinators must include instructor first name, last name, and e-mail address information in the college's *CCSSE* course file. The course file in the file that colleges submit to their liaison for sampling and that contains survey-eligible courses offered by the institution during the term of *CCSSE* administration. Colleges administering *CCSSE* fully online must submit an abbreviated course file that includes faculty names and emails along with course section numbers. Colleges should email their abbreviated course file to their *CCSSE* liaison along with their student access code list as early as two weeks after the start of their spring term.

CCCSE uses this information to e-mail faculty members a personalized invitation to complete *CCFSSE*. CCCSE recommends that Campus Coordinators send a test e-mail to all faculty prior to course file submission to ensure that all addresses are correctly listed. We also recommend

that colleges work with their institution's IT staff to ensure that firewalls and spam-blocking software do not interfere with delivery of the invitation e-mail. After the initial invitation e-mail from us, Campus Coordinators are responsible for monitoring response rates via the Faculty Non-Responder Tool and for sending survey completion reminders to faculty.

Information for your institution's IT staff (Troubleshooting):

- The invitation e-mail will come from "ccfsse@cccse.org". The e-mail is "CCSSE" and the subject line is, "Invitation to participate- Community College Faculty Survey of Student Engagement".
- The e-mail contains the words "Access Code".
- The e-mail will come from one of our university's e-mail servers, but we cannot select exactly which one, so in order to whitelist by domain/ip, you would have to whitelist the following:
 - ironman.mail.utexas.edu ([146.6.25.6])
 - ironmaiden.mail.utexas.edu ([146.6.44.6])
 - survey-mail.ccsse.utexas.edu ([146.6.152.207])

6. 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 as the *CCSSE* return/completion deadline

Course File and Abbreviated Course File

7. 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 course file at the time of submission for *CCSSE* sampling, so the college should include as many valid faculty e-mail addresses as possible.

8. Should duplicate faculty e-mail address be included?

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

9. 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.

10. Can I update my list of faculty e-mail address after submitting the course file or abbreviated course file?

No. After submission, no changes can be made to the file.

11. Can I include faculty that only teach online/distance-education courses?

Yes. For colleges administering the online add-on, please include your online courses and list the enrollment as zero so they will not be considered for sampling but the faculty information will be retained for *CCFSSE*.

12. What happens after the course file is e-mailed to my *CCSSE* liaison? (for colleges administering *CCSSE* in the classroom)

After receipt of a sample-ready course file, we 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.

13. What happens after the abbreviated course file is e-mailed to my *CCSSE* liaison? (for colleges administering *CCSSE* fully online)

CCSSE will process the abbreviated course file along with the student access code list. Within two weeks of submission, 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

14. 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 course file are invited to participate in *CCFSSE*.

15. How do faculty members teaching more than one course respond to survey items?

If a faculty member teaches more than one survey-eligible course, we randomly select one of their courses and ask 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.

16. My college is administering *CCSSE* fully online. If all faculty members listed in the abbreviated course file are invited to participate in *CCFSSE*, why do all survey eligible sections need to be listed?

All instructors in the course file are invited to participate in *CCFSSE*. If instructors teach more than one course, we use sampling to determine which course instructors are asked to reflect on while they complete the survey. Therefore, colleges administering *CCSSE* online and *CCFSSE* still need to provide an abbreviated version of the course file to their *CCSSE* liaison that lists all survey eligible courses. Please be sure to include courses that are online and hybrid courses.

Survey Administration

17. 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.

18. 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.

19. 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.

20. Will the Campus Coordinator be notified before invitations are sent out?

Yes. The Campus Coordinator will receive a *CCFSSE* invitation send-out reminder from us the Thursday before their selected *CCFSSE* invitation date.

21. How long does it take to complete the survey?

CCFSSE can be completed in approximately 25-30 minutes.

22. 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

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.

23. What if the course listed in *CCFSSE* invitation e-mail does not match the faculty member's course selected for *CCSSE* in-class 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.

24. 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.

25. Does *CCCSE* 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

26. 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.