

DESSE Procedure Guide

About the DESSE Administration

The Dual Enrollment Survey of Student Engagement (*DESSE*) is a new initiative of [CCCSE](#) that aims to help community and technical colleges understand the engagement experiences of their dual enrollment students.

DESSE 2025 is part of the first national field test. We encourage and welcome any feedback you have throughout the process.

Table of Contents

<i>DESSE</i> Policies	2
Survey Population	2
Customization Options	3
Preparing for Survey Distribution	4
Survey Administration	4
2025 Online <i>DESSE</i> Administration Timeline	6
Survey Coordinator Checklist	7

DESSE Policies

- » Colleges must submit a Participation Agreement Form signed by the college president/CEO.
- » Colleges must designate a Survey Coordinator to lead the institution's survey administration, and serves as its point of contact with CCCSE.
 - » Colleges should also designate a staff member who works closely with the dual enrollment programs to assist the Survey Coordinator with survey planning and promotions.
 - » If the Survey Coordinator changes at any point during the administration, the college should notify CCCSE immediately.
- » The Survey Coordinator must complete the online data verification form.
- » The Survey Coordinator must identify their college's survey-eligible students, determine individual access codes for each student, and provide these to their *DESSE* liaison. The Survey Coordinator is responsible for keeping track of access codes and for responding, directly or through a designated college staff member, to any inquiries from students regarding their access code.
- » CCCSE is not responsible for distributing the survey link or for any associated technical issues. Survey Coordinators should work with college technology staff to ensure the survey link can be shared with all dual enrollment students at the college.
- » Colleges should make every effort possible to promote the survey in order to maximize their responses and obtain useful data. CCCSE staff are available to discuss strategies to help accomplish this.
- » The Survey Coordinator is responsible for monitoring the Online *DESSE* Responder Tool and for sending/posting participation reminders.
- » The survey should be made available to students during the spring semester. The survey should close on no later than the May completion deadline.
- » Please do not conduct any survey testing with the student access codes, as any data gathered from those access codes will be included in CCCSE reporting.
- » Participating colleges are responsible for ensuring adherence to their institutional guidelines regarding the protection of human subjects with their home institutional review board.

Survey Population

DESSE should be shared with all high school students who are concurrently enrolled in credit courses at the college during the administration window. Please exclude the following:

- » Incarcerated Students
- » Students enrolled in lowest-level ESL courses

If you believe that there are other groups of students at your college who should be excluded from the survey population, please contact your *DESSE* liaison.

Customization Options

During data verification, Survey Coordinator will have the opportunity to customize their college's survey instrument in the following ways:

Contact Information Displayed on Survey Splash Page

The contact information on the survey landing page is for students who may have difficulty accessing or have questions about the survey. By default, the survey lists the name, title, phone number, and email of the Survey Coordinator we have on file; however, this can be modified during data verification. The listed contact will assist students by:

- » Providing them their access code or troubleshooting access issues.
- » If necessary, explaining they are ineligible to participate (e.g., they are not enrolled in credit bearing or developmental courses).

Listed contacts should be prepared to respond to student inquiries in a timely manner to maximize potential responses. Colleges may elect to use a shared mailbox email address such as `desse@examplecollege.edu`.

The survey splash page also displays CCCSE's contact information should students have questions about the survey in general. Note that CCCSE does not have any information matching individual students to a specific access code, so student inquiries about survey access received by CCCSE will be forwarded to the Survey Coordinator.

Access Code Prompt

Colleges will customize the instructions to students displayed on the landing page on what they should write in the access code window to gain entry into the survey. For more information about this, see the Survey Access Section of this document.

High School List

Colleges must submit a list of the high schools their dual enrollment students belong to. Survey participants will identify their high school early in the survey. We highly encourage the inclusion of an option for home schooled students or others that may not be enrolled in one of the listed high schools.

The list should include a second column that identifies if the high school is considered an early college high school. CCCSE will use this information to generate breakout reports once the administration concludes.

Dual Enrollment Definition

The term "dual enrollment" is used throughout the survey. Colleges that wish to do so, may include information that defines dual enrollment at their college. For example, the definition could read "at Example College, the fast start program and early credit are forms of dual enrollment."

Survey Access

Students access *DESSE* using a college-specific survey link and an access code unique to them. Access codes help ensure data integrity and allow colleges to review the response status of each respondent through the Responder Tool. Additionally, access codes allow colleges to link *DESSE* data to other college records.

Access code lists are mailed to the *DESSE* liaison in a single-column spreadsheet. Please ensure the codes are something that is well known/easily remembered by students (e.g. a student ID, e-mail, or username/login). To ensure students enter the correct code, the Survey Coordinator should provide the language to be displayed on the survey that tells students how to enter their code. For example:

- » "To access the survey, please enter your 8-digit College ID (example: 01010101) in the access code window below."

Access codes cannot include any part of a social security number. Beyond that, colleges should consider their own institutional regulations and practices in determining what might constitute an appropriate access code.

In the body of the email with the access code list, please provide your liaison the percentage of access codes from male, female, and other/unknown gender students. This data may be used for weighting. You do not need to include the gender identity for each access code in the spreadsheet.

If your college prohibits using personally-identifying information for the access code, please contact your *DESSE* liaison.

Preparing for Survey Distribution

The online survey should be sent to all students in the defined survey population. No earlier than the second week of the spring semester, the Survey Coordinator should e-mail the *DESSE* liaison a single-column spreadsheet containing the access code for each student who is eligible for the survey. Within two weeks, the *DESSE* liaison will provide the Survey Coordinator with the survey link as well as test access codes and a link to the Responder Tool.

If your college needs to add additional access codes not included in the original list, they can be emailed to the *DESSE* liaison.

The Survey Coordinator should use the test access codes to ensure that the survey instrument lists the correct contact information, access code instructions/prompt, and high school list. Any discrepancies should be reported to the *DESSE* liaison immediately and before sharing the link with students. Student access codes should not be used to review or test the survey as any related data have the potential to be included in reporting.

Survey Administration

Please review the [Tips for a Successful Survey Administration](#).

Administration Window

The *DESSE* survey is intended to be administered in a three to four week window that can start as early as 4 weeks into the spring semester and ending no later than the May deadline.

Throughout the administration window, the Survey Coordinator can review how many students have responded through the Responder Tool, which includes a list of the college's access codes that have been used. This list is updated twice daily and can be used to send targeted reminders to non-responders.

Survey Link Distribution

CCCSE recommends that survey link distribution be preceded by a [note from the college president](#) or other leader known to students highlighting the importance of the survey and announcing that an invitation is forthcoming.

On a weekday at the start of the administration window the survey link should be sent to students via e-mail, the LMS, or any other mechanism that allows for sending a survey link to survey-eligible students. If using e-mail, consider sending the invitation to all email addresses you have for each student, or to students' primary/preferred e-mail address.

Survey Reminders

Survey Coordinators should review the Responder Tool frequently to gauge the efficacy of the college's promotional efforts. The tool displays the number of access codes that have reached the last page of the survey. The downloadable spreadsheet of used access codes includes a timestamp for when the access code was used.

Survey Coordinators can use the Responder Tool downloadable spreadsheet to identify which students have not yet reached the final page of the survey and to send targeted participation reminders. The [Student Communication Template](#) includes a reminder template. The Survey Coordinator can use the counts in the Responder Tool to update students, faculty, staff, and administrators on their college's administration progress.

CCCSE recommends sending at least two targeted reminders during the administration timeframe.

2025 Online *DESSE* Administration Timeline

Step	Task	Due Date	Responsibility
Procedure Guide link e-mailed to Survey Coordinator		November 2024	DESSE liaison
1	Attend an orientation webinar	Thursday, November 4	Survey Coordinator
Link to data verification form e-mailed to Survey Coordinator		Monday, December 9	DESSE liaison
2	Complete data verification form	By Friday, December 13	Survey Coordinator
3	Develop survey promotion strategy and how to share the survey link to eligible students	January 2025	
4	Ensure President's Memo to Faculty, Staff, and Administrators is sent	January 2025	
5	E-mail high school list to liaison	By Friday, January 17	
6	E-mail file containing access codes for entering students to <i>DESSE</i> liaison	No earlier than two weeks after the start of the semester	
Liaison sends survey link and test codes to Survey Coordinator		Within two weeks of access code submission	DESSE liaison
7	Deploy survey promotion strategy	Week prior to administration window	Survey Coordinator
8	Send student announcement to expect survey link	Morning of the day the survey link is shared	
9	Share survey link with dual enrollment students	Weekday in February or March	
10	Continue survey promotional strategy	Throughout the administration window	
11	Send first survey reminder with survey link to students who have not yet completed the survey	Two days after the survey link is shared	
12	Ensure that faculty and staff who interact with dual enrollment students encourage survey participation	Throughout the administration window	
13	Send final reminder to participate.	Towards the end of the administration window	
All surveys completed		Friday, May 16	
Institutional reports available to college president and Survey Coordinator		August 15, 2025	CCCSE

Survey Coordinator Checklist

- Review administration related documents: [DESSE FAQs](#), [Administration Timeline](#), and [Tips for a Successful Online Administration](#)
- Participate in the orientation webinar
- Determine contact information to be displayed to students if they have questions about survey access
- Complete the online data verification form emailed to you by your *DESSE* liaison
- Determine the best strategy(s) for promoting the survey and sharing the link (see [Tips for a Successful Online Administration](#) for ideas)
- Email your *DESSE* liaison a single-column spreadsheet containing an access code for each survey-eligible entering student at the college.
- Once you have received the survey link from your liaison, ensure that the college name, contact information, access code prompt, and high school list are displayed correctly prior to sharing the link with students
- Announce and promote the survey
- Share the survey link with students
- Keep track of which access codes are associated with which students and be prepared to respond to related inquiries
- Frequently monitor completion using the Responder Tool and send reminders and updates consistent with the administration timeline
- Once the survey has closed, update and thank relevant faculty, staff, and administrators