

## Data Collection Tools and Analysis

For the needs assessment, we have identified four tiers of stakeholders that data needs to be collected from. The stakeholders identified are,

1. College administrators
2. CTE advisory committee
3. Marketing and communications team
4. Faculty from all the departments in the college.

Below are four separate surveys designed for each of the key stakeholder groups and the analysis includes the need addressed by each survey and any precautionary measures that need to be considered.

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### 1. College Administration Survey :

**Audience:** Provost/Deans/Chairs/Faculty evaluators or other senior administrators.

**Purpose:** Understand institutional priorities, perceived impact of CTE workshops, and potential barriers.

**Precautionary measures:** Confidentiality & Anonymity: Need to ensure that responses remain anonymous to encourage honest feedback, particularly on institutional barriers and resource allocation.

**Data Security:** Secure all survey data to prevent unauthorized access, especially since institutional priorities and funding discussions are sensitive.

**Inclusivity:** Considering the perspectives of different levels of administration will avoid a narrow viewpoint.

**Format:** Online Survey

#### Survey Questions

- 1) Institutional Goals
  - a. *Open-Ended:* What is the institution's top 2-3 strategic priorities for faculty professional development over the next three years?
- 2) Impact of CTE Workshops
  - a. How impactful do you believe the CTE events such as workshops, Teaching and Learning day, Summer institute and Winter institute have been on improving faculty effectiveness?

*Likert Scale (1 = Not Impactful, 5 = Very Impactful):*

- 3) Alignment with Institutional Priorities

- a. *Multiple Choice:* Which of the following institutional areas do you feel are well-supported by current CTE offerings?
    - i. Teaching excellence
    - ii. Research/SoTL
    - iii. Diversity, Equity, and Inclusion
    - iv. Technology integration
    - v. Other (please specify)
  - 4) Barriers to Attendance
    - a. *Open-Ended:* What institutional-level barriers might limit faculty participation (e.g., scheduling, workload, funding)?
  - 5) Resource Allocation
    - a. *Open-Ended:* What additional resources or support (financial or otherwise) could the institution offer to enhance faculty engagement with CTE?
  - 6) Additional Feedback
    - a. *Open-Ended:* Please share any further thoughts or suggestions regarding the improvement of CTE overall functioning.
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## 2. CTE Advisory Committee Survey

**Audience:** Members of the advisory committee responsible for guiding the Center for Teaching and Excellence.

**Purpose:** Gather insights on strategic alignment and effectiveness of workshop offerings.

**Format:** Online survey

**Precautionary measures: Clarification on Ranking Criteria:** Clearly define what "importance" means in ranking topics to avoid any ambiguous interpretations.

**Balanced Representation:** Ensure committee members from different disciplines and backgrounds participate to prevent a skewed analysis.

### Survey Questions

- 1) *Open-Ended:* To your understanding what is the role of the CTE Advisory committee?
- 2) Topic Prioritization
  - a. *Rank Ordering:* Please rank the following topics in order of importance for future workshops:
    - i. Discipline-specific pedagogy

- ii. Technology integration
    - iii. Research/SoTL methodologies
    - iv. Student engagement strategies
    - v. Assessment and grading best practices
  - b. *Open-Ended*: What is the reasoning behind your rank ordering?
- 3) Relevance and Accessibility
- a. *Open-Ended*: How effectively do current workshops address the diverse needs of faculty (e.g., faculty designation, different disciplines)? Please include if this observation is perceived or based on anecdotal or other data evidence.
- 4) Faculty Feedback
- a. How would you rate the committee's process for gathering and responding to faculty feedback?
- Likert Scale (1 = Poor, 5 = Excellent)*
- 5) Future Planning
- a. *Open-Ended*: What trends or emerging needs should the CTE be prepared to address in the next academic year?
- 6) Additional Feedback
- a. *Open-Ended*: Please share any other suggestions to improve CTE offerings.

### 3. Marketing and Communication Teams Survey

**Audience:** Staff responsible for promoting CTE workshops, maintenance of websites, as well as IT support staff.

**Purpose:** Evaluate current outreach efforts and identify opportunities for improved faculty engagement.

**Precautionary measures: Avoiding Response Bias:** Marketing teams may feel compelled to present positive results. Encourage candid feedback by emphasizing survey anonymity.

**Format:** Online survey or interview based.

#### Survey Questions

- 1) CTE engagement and effectiveness (This part of the survey will go out to the CTE planning team)
  - a. *Open-Ended*: What channels (e.g., website, emails, newsletters, social media) are currently used to promote CTE workshops?
- 2) Effectiveness Metrics
  - b. *Open-Ended*: How do you measure the success of your communications? (e.g., open rates, click-through rates, event RSVPs)

3) Challenges in Engagement

- c. *Open-Ended*: What are the biggest challenges you face in driving faculty attendance at workshops?

4) Potential Improvements

- d. *Open-Ended*: What strategies or tools could improve faculty outreach? (e.g., internal ambassadors, departmental channels)

Collaboration with CTE (This part of the survey will go out to the IT team on campus)

5) How would you rate the collaboration with the CTE team regarding planning and promoting workshops? *Likert Scale (1 = Poor, 5 = Excellent)*:

6) Faculty Feedback

- a. How would you rate the committee's process for gathering and responding to faculty feedback?

*Likert Scale (1 = Poor, 5 = Excellent)*

7) Additional Comments

- a. *Open-Ended*: Any other thoughts or suggestions for improving communication and marketing of CTE events
- b. *Open-Ended*: Are there any upcoming technology changes that may support CTE efforts and when?
- c. *Open-Ended*: How are you able to support CTE in measuring the success of their communications? (e.g., open rates, click-through rates, event RSVPs)

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**4. Faculty from Departments Survey (This survey has a branch that caters specifically to new faculty academy)**

**Audience:** Faculty at the institution, including part-time, adjunct, and other full-time members.

**Purpose:** Identify relevance and accessibility of workshops across a broader faculty base.

**Precautionary measures:** Confidentiality & Anonymity: Need to ensure that responses remain anonymous to encourage honest feedback.

**Survey Questions**

1) Faculty Role:

- i) Full time
- (1) Rank (Lecturer / Assistant / Associate / Full)
- (2) Number of years at this institution ( 3 years or below; 4- 6 years; 7-9 years; 10-12 years; 13-15 years; > 15 years)
- ii) Part time

2) Relevance of Topics

- (a) *Multiple Choice*: Which areas do you find most relevant to your teaching practice? (Select all that apply)

- (i) Classroom management
- (ii) Online teaching methods
- (iii) Discipline-specific strategies
- (iv) Research/SoTL support
- (v) Technology integration
- (vi) Other (please specify)

3) Awareness of Workshops

- (a) *Likert Scale (1 = Not Aware At All, 5 = Very Aware)*: How aware are you of the current workshop offerings from the CTE?
- (b) What suggestions do you have for improving communication about workshops? (Open-ended)

4) Barriers to Attendance

- (a) *Select All that Apply*: Which factors have prevented you from attending workshops?
  - (i) Schedule conflicts
  - (ii) Irrelevant topics
  - (iii) Lack of awareness
  - (iv) Distance/Location
  - (v) Other (please specify)

5) What times are most convenient for you to attend workshops?

- (i) Morning
- (ii) Afternoon
- (iii) Evening
- (iv) Weekends
- (v) TR – 2pm
- (vi) Other - please specify

6) Preferred Format

- (a) *Multiple Choice*: Which format do you prefer?
  - (i) In-person only
  - (ii) Online (live)

(iii) Online (asynchronous)

(iv) Hybrid

7) What motivates you to attend workshops?

(i) Networking opportunities

(ii) Professional development

(iii) Certification/Recognition

(iv) Research/SoTL needs

(v) Other - please specify

8) Faculty Needs

a) *Open-Ended*: What additional workshop topics would you like to see offered?

9) Additional Suggestions

a) *Open-Ended*: Any other thoughts or suggestions for improving CTE services?

### **CTE Fellows Feedback (Part of the above survey)**

10) Specifically, for CTE faculty fellows

(i) Time frame you were a CTE faculty fellow

(ii) School / Department

(iii) What motivated you to be a CTE faculty fellow?

(iv) What has been 3 key highlights

(v) How has being a faculty fellow supported your professional development / credentialing?

(vi) Any feedback that will improve the next iteration of the CTE fellows' program?

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### **New Faculty Survey (Part of the above survey)**

**Audience:** Faculty who have joined the institution within the last 1-3 years.

**Purpose:** Understand unique onboarding and early-career professional development needs.

#### **Survey Questions**

a. Onboarding Experience

- a. *Likert Scale (1 = Very Poor, 5 = Excellent):* How would you rate your overall onboarding experience with the “New Faculty Academy”?
- b. *Likert Scale (1 = Very Poor, 5 = Excellent):* How would you rate your overall onboarding experience regarding professional development resources?
- b. Initial Awareness
  - a. *Multiple Choice:* How did you first learn about CTE workshops?
    - i. Orientation session
    - ii. Peer/mentor
    - iii. Email/listserv
    - iv. Department recommendation
    - v. Other (please specify)
- c. Workshop Relevance
  - a. I have attended workshops other than the NFA (new faculty academy) facilitated by the CTE. (YES / NO)
  - b. *(If Yes for the above) Open-Ended:* What specific topics or skills have been most helpful for you as a new faculty member?
- d. Barriers to Attendance
  - a. *Select All that Apply:* What challenges have prevented you from attending more workshops?
    - i. Course load
    - ii. Unclear workshop relevance
    - iii. Scheduling conflicts
    - iv. Other (please specify)
- e. Suggestions for Improvement
  - a. *Open-Ended:* What changes or additional support would help new faculty engage more with CTE?
- f. Additional Feedback
  - a. *Open-Ended:* Please share any other comments or experiences regarding your professional development.

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