

You have been invited to participate in a survey coordinated through Portland Community College's Office of Institutional Effectiveness.

This page will inform you about this Office's policies, standards, and best practices concerning institutional research and student data.

- If you choose to participate in any survey coordinated through this Office, it is completely voluntary. You do not need to feel obligated to complete a survey if you do not want to for any reason.
- This Office follows all College policies including the [Educational Records Policy](#), FERPA (The Family Educational Rights and Privacy Act), and [Information Security Policies and Standards](#).

All surveys coordinated through this Office comply with the following standards:

1. There is an unlikely risk of harm to participants.
2. There is either a direct benefit to participants or an indirect benefit resulting in institutional improvement and/or effectiveness.
3. Responses to the survey will be kept confidential and private. Private means responses collected from a survey will be non-identifiable to PCC staff and faculty outside of a research/evaluation team. All surveys disseminated on July 3, 2018 and after will clearly identify the research/evaluation team and provide contact information for the team.
4. Any and all information collected from a survey that is shared outside of the research/evaluation team will be made non-identifiable. Identifiable information in open comments will be redacted and multiple choice responses will be aggregated (shared by non-identifiable groups).

Best Practices of this Office

Regarding student data and privacy, there are two types of surveys this Office uses.

Anonymous

This type of survey ensures that no one can connect your survey responses to your identity. Creating anonymous surveys requires:

1. NOT asking for personally identifiable information (for example: name, email, ID numbers, birthdate, place of birth, address, telephone numbers)
2. NOT using email addresses as a way to invite participants to a survey
3. USING anonymous links to the survey portal
4. Anonymizing responses by NOT collecting longitude/latitude and IP addresses from technology devices

Private

This type of survey ensures that any disclosure of survey responses that are linked to personally identifiable information comply with FERPA and are guided by best practices in Social-Behavioral-Educational Human Subjects Research informed by the code of federal regulations for the protection of human subjects ([Title 45](#)).

This privacy practice is consistent with FERPA where the right to consent to disclosure is not required when disclosure is to other school officials with legitimate educational interests. A school official is a person employed by the college in an administrative, supervisory, academic or research, or support staff position; a person or company with whom the college has contracted or appointed as its agent; or a student serving on an official committee or assisting another school official in performing the official's tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill their professional responsibilities.