

CCFSSE Administration: Tips for Success



How to Use this Guide

CCFSSE is an online companion to the CCSSE student survey. CCFSSE provides information about how faculty spend their time both in and out of the classroom as well as about faculty perceptions of student engagement at the college.

The topics outlined in this guide align with the [CCFSSE Procedure Guide](#) and the [CCFSSE Survey Administration Timeline](#). All documents referred to here are also available on the [CCSSE website](#).

Pre-Administration

The college's designated Campus Coordinator has several important tasks prior to the start of CCFSSE administration. These include communicating with faculty about the survey, responding to requests for information from the CCSSE Liaison, submitting a complete Course Master Data File (CMDf) of survey-eligible courses and faculty contact information, and collaborating with the college's IT department to ensure that instructors are able to receive their survey invitation e-mails.

Communications

The Campus Coordinator is responsible for ensuring a successful CCSSE/CCFSSE administration and should communicate early with faculty about the institution's participation in both surveys. It is important to emphasize that each survey targets different populations, with CCFSSE focusing on faculty and CCSSE on students. To inform faculty about your institution's participation, you may use the [CCSSE/CCFSSE Participant News Release](#). The Center has also created [CCSSE Talking Points](#), which include information about the purpose and scope of the student survey. The [CCFSSE President's Memo to Faculty](#) formally announces the college's participation in the faculty survey, and should be sent in early to mid-February.

The Center recommends reminding faculty that they cannot be individually identified in the survey results received by the college.

CMDf and Faculty E-mail Addresses

As part of the college's CCSSE administration, the Campus Coordinator is responsible for e-mailing a CMDf of survey-eligible courses to their CCSSE Liaison. CMDfs from CCFSSE colleges must include instructor first names, last names, and e-mail addresses for each course listed in the file.

All faculty members with valid e-mail addresses in the CMDf will be invited to participate in CCFSSE, regardless of their part-time or full-time teaching status, and regardless of whether one of their courses is sampled for CCSSE administration.

Invitation Date Selection

After they have reviewed and confirmed the college's CCSSE sample, Campus Coordinators will receive an e-mail prompting them to choose a date on which CCFSSE invitations will be sent to faculty. Invitations are sent on Mondays, invitation dates are offered during the first three months of the administration timeframe (February—April).

Troubleshooting Technology

In order to ensure that the faculty e-mail addresses in the CMDf are valid, the Center recommends sending a test message to the instructors in the file before sending the file to the Center. Campus Coordinators should also work with their IT staff to ensure that firewalls and spam-blocking software do not interfere with faculty receipt of the survey invitation e-mail.

During Administration

E-mail Invitations

Each faculty member in the CMDf will receive an e-mail invitation to participate in the faculty survey. An example of the [CCFSSE E-mail](#)

[Invitation to Faculty](#) can be found on the [CCSSE Survey Administration](#) page. The Center will send this message to all instructors with valid e-mail addresses in the CMDF. The message includes a hyperlink to the faculty survey and personalized login information.

Invitation Follow-Up

After the Center sends e-mail invitations to faculty members, Campus Coordinators should send a follow-up message to verify that invitations were received and that faculty were able to log in to the survey.

If a faculty member reports issues logging into the survey, the Campus Coordinator should contact the *CCSSE* liaison with the faculty member's full name and e-mail address.

Faculty members do not have to complete the entire survey in one session; they will automatically be returned to their last point of response upon subsequent log-ins.

Faculty Non-Responder Tool and Reminders

Campus Coordinators are responsible for sending *CCFSSE* completion reminders to faculty. The Center has found that instructors are more likely to complete the survey when reminders come from someone at the college.

Shortly after invitation e-mails are sent, *CCSSE* Liaisons will provide Campus Coordinators with a link to the [Faculty Non-Responder Tool](#), which lists faculty members who have not completed the survey. This tool can be used to download updated Excel files of survey non-responders for individualized follow-up. The [CCFSSE Reminder to Faculty](#) provides a template that can be merged with data fields from the non-responder tool.

Faculty can fill out the online survey through the student survey return deadline, which is posted on the [CCFSSE Survey Administration Timeline](#).

Post-Administration

CCFSSE results are released electronically in conjunction with *CCSSE* results at the end of July.

Working with Results

The following are tips for engaging faculty in discussions about *CCFSSE* and *CCSSE* data:

- Identify a cluster of *CCFSSE* items that relate to an existing initiative or concern at the college. Use results from these items to inform further work in the area of concern.
- Sponsor a discussion series during which faculty members are invited to review results.
- Plan a convocation or professional development event focused on student engagement.

Comparing *CCFSSE* and *CCSSE* Results

- Use the [CCSSE Faculty Predictions Exercise](#) to engage faculty in discussion of their perceptions of student responses to *CCSSE*.
- Link data points from *CCFSSE* and *CCSSE* using the [Data Narrative Exercise](#) in a group discussion setting.
- Compare *CCSSE* and *CCFSSE* results by item using the [CCFSSE/CCSSE Crosswalk](#).

As you work with your *CCFSSE* data it is important to consider whether your sample is an accurate reflection of the college's faculty population. If there is an over- or under-representation of certain faculty (e.g., part-time or full-time, or those from a certain department) in the college's pool of respondents, interpret overall results with caution.

It is also important to note that side-by-side student and faculty results tables, while illustrative, are not entirely equivalent. *CCSSE* asks students to report perceptions and experiences across the period of the current academic year. *CCFSSE*, in contrast, asks faculty to describe their practices in a selected course, as well as to indicate their perceptions of student experiences at the college more generally.