

Engaging Faculty in the Online Survey Administration

While *DESSE* does not require use of class time, faculty still play a vital role in helping the college have a successful survey administration. This role involves communicating about the survey to their students and encouraging participation. It may be necessary to reach out to high school partners and faculty who teach courses exclusively at the high school to make sure that they are aware of the survey and promote the survey to students. Staff who work with dual enrollment students such as advisors or dual enrollment directors may also need to engage with students to encourage them to complete *DESSE*.

Faculty who are engaged with survey results are more likely to be strong advocates for student participation. College leadership can partner with faculty in a variety of ways, including the following:

- » Making survey results available;
- » Creating faculty work groups to review *DESSE* survey results and explore how best to use the data to influence practice, and;
- » Having ongoing conversations about student success using *DESSE* results

Some faculty have helped their colleges increase survey responses by doing one or more* of the following:

- » Encouraging student participation;
- » Reminding students to participate;
- » Communicating to students about why the survey data are valuable for the college;
- » Assigning the survey as homework, and;
- » Providing class time for survey completion

*While we do not necessarily endorse each strategy, some colleges have successfully used these strategies to increase responses.

The following templates can assist college leadership in partnering with faculty to encourage student participation in the online *DESSE* survey. Additional tools that can be used for analyzing and communicating about *DESSE* results are listed at the end of this document.

Template Asking Faculty to Encourage Student Participation

Survey Administrator's Message to Faculty

Who should send the message?

Campus Contact/Survey Administrator

When should the announcement be sent?

After the President's message to faculty has been sent; a week prior to the start of survey administration

Subject Line:

We Need Your Help With the Upcoming *DESSE* Administration

Content of Message:

As you saw in President [President's last name]'s message, this spring our college is participating in the Dual Enrollment Survey of Student Engagement, *DESSE*. The survey results will help us better understand our dually enrolled high school students' experiences so that we can help them be more successful.

While the use of class time is not necessary for this online survey, WE NEED YOUR HELP in order for this to be a successful administration! Please encourage and remind your students to participate. Specifically, ask students to [Describe how students can find their survey invitation (email, LMS, etc.)].

Note that the survey asks students about their overall experience at the college and not specifically about your classroom.

[If applicable] We will be posting regular participation updates and will share the survey results early spring.

We especially need the help of faculty who teach large groups of high school students or teach sections on campus at a high school.

Thank you for all that you do,

Template for Faculty Communication to Students

Faculty Message to Students

As you might know, our college is participating in the Dual Enrollment Survey of Student Engagement (*DESSE*). Your responses to this survey are very important in helping us understand your experiences at the college so that we can make necessary improvements to help dually enrolled high school students be more successful. You can access the survey by [Describe how students can find their survey invitation (email, LMS, etc.)].

Please complete the survey later today.

Template for Communication to High School Partners

High school partners are an integral part of a student's dual enrollment experience. While they may not be faculty or staff members at your college, they do interact with dually enrolled high school students and should be leveraged in promoting the survey.

Who Should Send the Message:

Dual Enrollment Director

When the Announcement Should be Sent:

Prior to the survey administration window

Subject line:

Coming Soon Online: The Dual Enrollment Survey of Student Engagement (*DESSE*)

Message to High School Partners:

This spring, [Institution Name] will be participating in the pilot of the Dual Enrollment Survey of Student Engagement (*DESSE*), a national survey of institutional practices and student behaviors of dually enrolled high school students. *DESSE* is an initiative of CCCSE at The University of Texas at Austin. *DESSE* results will help us better understand the experiences of dually enrolled students.

This online survey will be administered to dually enrolled high school students from [administration window]. If you interact with dually enrolled students regularly, please encourage your students to complete *DESSE*.

We appreciate your partnership in providing dual enrollment opportunities to your students.

If you have any questions please reach out to (*DESSE CONTACT*).

To learn more about *DESSE* visit or contact CCCSE at 512-471-6807 or info@cccse.org.