PROJECT PLAN
Nov 5, 2018

2019 SEXUAL VIOLENCE PREVENTION
CAMPUS CLIMATE SURVEY (SVP)
State University of New York

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2019 SEXUAL VIOLENCE PREVENTION CAMPUS CLIMATE SURVEY (SVP)

Per State Education Law §129-B and SUNY Board of Trustees policy, all SUNY campuses are required to administer a Sexual Violence Prevention (SVP) Campus Climate Survey at least every other year. This project is designed to meet that mandate utilizing controls to protect the privacy of survey participants. See http://system.suny.edu/sexual-violence-prevention-workgroup/policies/campus-climate/ for more detailed information about SUNY’s Campus Climate Assessment Policy.

GOALS AND USE

The goal of the SVP is to evaluate the climate experienced by students and employees at SUNY campuses in regards to sexual violence. Climate assessments afford institutions the opportunity to better understand their campus and to make informed decisions when it comes to providing a safe educational environment.

The survey will address student and employee knowledge about:
- The Title IX Coordinator’s role;
- Campus policies and procedures addressing sexual assault;
- How and where to report sexual violence as a victim/survivor or witness;
- The availability of resources on and off campus, such as counseling, health, academic assistance;
- The prevalence of victimization and perpetration of sexual harassment, sexual assault, domestic violence, dating violence, and stalking on and off campus during a set time period;
- Bystander attitudes and behavior;
- Whether reporting individuals disclosed to the College/University and/or police, and reasons why they did or did not report.
- The general awareness of the difference, if any, between the institution’s policies and the penal law; and
- The general awareness of the definition of affirmative consent.

Individual student and employee participation in the SVP is voluntary and the responses to survey questions are not disclosed or used to make any judgments concerning individuals.

The 2019 SVP is the second System-wide administration of this survey following its initial administration in the 2016-2017 academic year. The SVP will be implemented every two years by all SUNY State-operated and community colleges in accordance with SUNY’s Campus Climate Assessment Policy. Many of the same questions will be asked in this and subsequent administrations of the SVP, allowing the SVP to be used as a rich source of information charting change and improvement.

BENEFITS OF THE SVP

This SVP is intended to gather information about sexual and interpersonal violence and harassment as well as student and employee knowledge of related policies and resources on
SUNY campuses. While SUNY’s colleges and universities are highly complex institutions with many varied missions, understanding how students and employees view programs and services related to the campus climate is fundamental in evaluating how well SUNY’s colleges and universities perform their missions. The data gathered in this survey will help SUNY campuses provide a safe learning and working environment for their students, faculty, and staff.

Further, the SVP is an essential element of SUNY’s Campus Climate Assessment Policy and, as such, contributes to a culture of continuous improvement. SUNY’s campuses are engaged in a variety of assessment initiatives. The SVP is part of a growing body of information informing these imperatives and establishes benchmarks for charting progress over time. Viewed in this context, the SVP is of high value to decision makers at all levels.

SURVEY INSTRUMENT

The first SVP survey was developed by a system-wide task force led by a campus president and consisting of campus representatives from a wide array of offices. The first SVP surveying instrument was developed and administered in conjunction with Campus Labs. It was piloted by a group of campuses in Fall 2016 and administered to the rest of the campuses in Spring 2017. Based on feedback from the pilot administration, carefully considered edits were made to the survey questions and format to ensure the questions were as relevant and clearly worded as possible. After the initial administration, it was also determined that going forward, the survey would be administered using new survey capability tools developed by SUNY System Office of Institutional Research and Data Analytics and SUNY System Office of Information Technology. By not using an outside vendor, SUNY saves considerable funds while providing the University and its campuses more short-term and long-term control over the survey tool itself and the data collected.

The 2019 SVP is designed to be completed in approximately 15 minutes. In accordance with the SUNY Campus Climate Assessment Policy, this is a standardized survey, and campuses will not be able to modify the SVP. Summary results are to be published on each campus’s website, and no personally identifiable information shall be shared.

The proposed survey instrument, in its entirety, for the 2019 administration of the SVP will be distributed in conjunction with this project plan. The survey Investigators accepted comments and suggested edits from campus professionals via a survey collection tool for 30 calendar days and reviewed the comments (and where necessary contacted the submitter for more information) prior to finalizing the 2019 survey text.

STUDY POPULATION

The SVP study population is undergraduate and graduate students 18 years of age and older who are enrolled in at least one class for credit at your institution during the Spring 2019 semester and all faculty and staff employed at your campus in Spring 2019. Age criterion is to be calculated as of the first date of the survey administration at your campus. Please note that, regardless of age, all high school students are to be excluded from the study population.
All students and employees meeting the above qualifications will be invited to participate in the SVP. Responses to the SVP will be anonymous. Once submitted, ID’s will not be tracked, in an effort to encourage participation and willingness to honestly answer questions on highly sensitive and private matters. Individual responses are used by researchers for analytical purposes only and are not shared with instructors or other campus officials/administrators. SUNY will not be able to match a result to any individual by name, e-mail address, or any other identifying elements. Further, once the survey window closes, names and email addresses are permanently deleted.

**SAMPLING CONSTRUCTION**

The goal is to survey the entire population of interest. All students 18 years or older, excluding high school students, and faculty and staff will be invited to participate.

**SURVEY ADMINISTRATION**

The 2019 SVP will be administered online. Campuses have latitude in determining when to administer the SVP during the semester, although the project should be completed no later than four weeks before the end of the semester. This will ensure that SUNY can process the survey data and provide each campus with the appropriate reports in a timely fashion. Administration of the survey will proceed as follows:

- Campuses identify the population of students 18 years of age and older who are enrolled in at least one class for credit at their institution (excluding all high school students, regardless of age) and employees during the Spring 2019 semester.
- Campuses send a pre-message to the Spring 2019 students and employees alerting them that an email from SUNY is coming.
- Campuses upload CSV files for students and faculty/staff with names and email addresses (both students and faculty/staff), and select demographic information (students only).
- SUNY sends a personalized email message to the students and employees with a link to the survey.
- SUNY’s online features allow students and employees to complete part of the survey, save their responses and return to complete the rest of the survey later. Also, SUNY tracks responses and sends up to three reminder messages to non-respondents.

**INFORMED CONSENT**

Individual participation in the SVP is voluntary. On the first page of the survey, participants are informed that their responses will be confidential and reported in terms of groups of students rather than as individuals.

**EMAIL TEXT: STUDENT RECRUITMENT**

The student recruitment and reminder email text is below.
Dear [First Name]:

Below is a link to the SUNY Campus Climate Survey. This survey is intended to gather information about the incidence of sexual and interpersonal violence and knowledge of related policies and resources available on campus. The survey takes about 20 minutes to complete. Your participation is voluntary. You may choose to skip questions, or stop responding at any point.

Your answers are confidential, and will only be reported in terms of groups of students, rather than as individuals. This survey does ask some questions about sexual and interpersonal violence. Some of the language used in this survey is explicit, and some people may find it uncomfortable, but it is important that we ask the questions in this way so that you are clear about what we mean. Information on how to get help, if you need it, appears at the bottom of each page and is available anonymously at any time on the SAVR resource at response.suny.edu.

Students who participate in the 2019 Campus Climate Survey will be eligible to enter a randomized drawing for one of 150 $100 Amazon e-gift cards. After completing the Campus Climate Survey, you will be prompted to enter your name and email address in a separate incentive survey. Your answers to the Campus Climate Survey are not linked in any way to the incentive drawing survey; nothing you report in the Campus Climate Survey will be linked to your personal information and participation in the incentive survey is likewise voluntary. You are not required to answer a certain number of questions, or report specific experiences to be eligible to participate in the incentive survey.

Thank you for your honest feedback and responses. Your participation will help make our campus community a better place to live, work, and learn.

Dear [First Name]:

This is just a reminder that you still have time to complete the SUNY Campus Climate Survey, below. This survey is intended to gather information about the incidence of sexual and interpersonal violence and knowledge of related policies and resources available on campus. The survey takes about 20 minutes to complete. Your participation is voluntary. You may choose to skip questions, or stop responding at any point.

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**EMAIL TEXT: FACULTY/STAFF RECRUITMENT**

The employee recruitment and reminder text is below.

Dear faculty/staff member:
Below is a link to the SUNY Campus Climate Survey. This survey is intended to gather information about the incidence of sexual and interpersonal violence and knowledge of related policies and resources available on campus. The survey takes about 15 minutes to complete. Your participation is voluntary. You may choose to skip questions, or stop responding at any point.

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REPORTS AND RAW DATA

SUNY will process the completed surveys for reporting purposes. SUNY provides campuses a basic report summarizing the responses to each question and prepares various reports from the electronic files for internal use and for such system-wide initiatives as the Campus Climate Assessment Policy. The internal reports may highlight differences between campuses and sectors, as well as other relevant factors, such as institutional size, location, and mission. Any external disclosures by SUNY will be in aggregate and include appropriate protections to ensure respondent anonymity. SUNY will, to the best of its ability, direct external requests for information about specific campus results in the SVP to individual campuses.

RISK/BENEFIT ASSESSMENT

The SVP project as proposed here achieves the goals of the study while resulting in negligible risk to students and campuses. In fact, SUNY anticipates that students will welcome the opportunity to make their views known given the positive uses of the SVP.

In addition to aggregate reports, SUNY will return electronic files containing individual student responses to the SVP to each campus. All electronic files must be maintained in a secure, password-protected medium.

PRINCIPAL INVESTIGATORS

The 2019 SVP survey project is under the direction of the State University of New York’s Office of General Counsel. For additional information, please contact the Co-Principal Investigators listed on the front page of this project document.