

Survey of Program Administration of NACEP Evaluation Standards

The purpose of this survey is to collect information about your concurrent enrollment program's (CEP) administration of the surveys and data collection related to NACEP evaluation standards E2, E3, and E4. This information will be used to guide NACEP's request to your program for the data from these surveys later this summer.

Additional information about the evaluation standards is available in the [NACEP Accreditation Guide](#).

As a reminder, below is a brief description of each evaluation standard:

E2 - The CEP conducts an annual survey of CEP alumni who are one year out of high school.

E3 - The CEP conducts a survey of CEP alumni who are four years out of high school at least once every three years.

E4 - The CEP conducts surveys of participating high school instructors, principals, and guidance counselors at least once every three years.

If you have any questions, please contact Elizabeth Reilley, NACEP Research and Data Analyst, at ereilley@nacep.org.

***1. Please provide your contact information:**

Name:

Email Address:

Phone Number:

***2. Please choose the institution with a NACEP-accredited CEP that you are responding on behalf of:**

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E2 Evaluation Standard: CEP Alumni who are One Year Out of High School

All of the questions in this part of the survey are related to evaluation standard:

E2 - *The CEP conducts an annual survey of CEP alumni who are one year out of high school.*

***3. The *most recent* group for which my program *completed* the administration of E2 surveys was for concurrent enrollment alumni who graduated high school in the academic year:**

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E2 Evaluation Standard: Most Recent Survey Administration

All of the questions in this part of the survey are about the **most recently completed** administration of the survey and data related to evaluation standard:

E2 - *The CEP conducts an annual survey of CEP alumni who are one year out of high school.*

***4. Do you have the data from the completed surveys recorded in a spreadsheet (Excel)?**

- ☐ Yes
- ☐ No
- ☐ No but I used an online survey tool or database where I can easily export them into a spreadsheet.
- ☐ Other (please specify)

***5. How many concurrent enrollment alumni that graduated high school in the [Q3] academic year fit into the following categories?**

(Please note that if you gave the survey to all of the graduates of the [Q3] academic year that your response in the first and second boxes will be the same.)

Total number of alumni:

Number of alumni given survey:

Number of alumni that responded to survey:

Number of alumni who didn't receive the survey because of incorrect or out-of-date contact information (e-mail/ address/ phone number):

***6. Did you skip any of the NACEP-required questions in the survey (e.g. high school name, race/ ethnicity)?**

- ☐ No
- ☐ Yes because we used an alternate source to get this information (e.g. administrative database or student information system).
- ☐ Yes and we do not have another source to get this information or cannot link this information to survey responses.
- ☐ Other (please specify)

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***7. What method did you use to give the survey to alumni of the [Q3] academic year?**

- ☐ Survey Monkey
- ☐ Qualtrics
- ☐ Google Forms
- ☐ Other Online/ Web Survey Tool
- ☐ Phone
- ☐ Word/ PDF/ Other form fill-able document
- ☐ Paper
- ☐ Other (please specify)

***8. In order to meet the data requirements of E2, will you be including any data that was not collected through a survey?**

- ☐ No
- ☐ Yes I will be including data from my institution's data system/ ERP (enterprise resource planning) system (For example, Canusia- CEP Manager, DualEnroll.com, Datatel, Banner, PeopleSoft, Pearson PowerSchool, etc.).
- ☐ Not Sure
- ☐ Other (please specify)

***9. How did you first contact alumni to ask them to complete the survey?**

***10. How long was the survey open/ how long did you accept responses?**

***11. When did you first send out the survey?**

***12. How many reminders to complete the survey did you send alumni?**

(Do NOT include the initial time you contacted the person to request that they complete the survey. For example, if I sent alumni an e-mail with information on how to complete the survey and then later sent 2 e-mails to remind them to take the survey, I would respond "2" even though they were contacted 3 times in total.)

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*13. How did you contact alumni to remind them to complete the survey?

(Please check all that apply.)

- ☐ E-mail
- ☐ Phone Call
- ☐ Text Message
- ☐ Social Media
- ☐ Newsletter
- ☐ Mailing/ Postcard
- ☐ Other (please specify)

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E3 Evaluation Standard: CEP Alumni who are Four Years Out of High School

All of the questions in this part of the survey are related to evaluation standard:

E3 - *The CEP conducts a survey of CEP alumni who are four years out of high school at least once every three years.*

***14. The most recent group for which my program completed the administration of E3 surveys was for concurrent enrollment alumni who graduated high school in the academic year:**

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E3 Evaluation Standard: Most Recent Survey Year

All of the questions in this part of the survey are related to the **most recently completed** administration of surveys related to evaluation standard:

E3 - *The CEP conducts a survey of CEP alumni who are four years out of high school at least once every three years.*

***15. Do you have the data from the completed surveys recorded in a spreadsheet (Excel)?**

- ☐ Yes
- ☐ No
- ☐ No but I used an online survey tool or database where I can easily export them into a spreadsheet.
- ☐ Other (please specify)

***16. How many concurrent enrollment alumni who graduated high school in [Q14] fit into the following categories?**

(Please note that if you gave the survey to all graduates for the year that your response in the first and second boxes will be the same.)

Total number of alumni:

Number of alumni given survey:

Number of alumni that responded to survey:

Number of alumni who didn't receive the survey because of bad/ out-of-date contact information (e-mail/ address/ phone number):

***17. Did you skip any of the NACEP-required questions in the survey (eg. high school name, race/ ethnicity)?**

- ☐ No
- ☐ Yes because we used an alternate source to get this information (e.g. administrative database or student information system).
- ☐ Yes and we do not have another source to get this information or cannot link this information to survey responses.
- ☐ Other (please specify)

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*18. What method did you use to give the survey to alumni?

- ☐ Survey Monkey
- ☐ Qualtrics
- ☐ Google Forms
- ☐ Other Online/ Web Survey Tool
- ☐ Phone
- ☐ Word/ PDF/ Other form fill-able document
- ☐ Paper
- ☐ Other (please specify)

*19. In order to meet the data requirements of E3, will you be including any data that was not collected through a survey?

- ☐ No
- ☐ Yes I will be including data from my institution's data system/ ERP (enterprise resource planning) system (For example, Canusia- CEP Manager, DualEnroll.com, Datatel, Banner, PeopleSoft, Pearson PowerSchool, etc.).
- ☐ Not Sure
- ☐ Other (please specify)

*20. How did you first contact alumni to ask them to complete the survey?

*21. How long was the survey open/ how long did you accept responses?

*22. When did you first send out the survey?

Month

Year

Please choose the appropriate month and year:

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***23. How many reminders to complete the survey did you send alumni?**

(Do NOT include the initial time you contacted the person to request that they complete the survey. For example, if I sent alumni an e-mail with information on how to complete the survey and then later sent 2 e-mails to remind them to take the survey, I would respond "2" even though they were contacted 3 times in total.)

***24. How did you contact alumni to remind them to complete the survey?**

(Please check all that apply.)

- ☐ E-mail
- ☐ Phone Call
- ☐ Text Message
- ☐ Social Media
- ☐ Newsletter
- ☐ Mailing/ Postcard
- ☐ Other (please specify)

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E4 Evaluation Standard: Impact Survey of Instructors, Principals, and Guida...

All of the questions on this page are related to the **most recently completed** year of the administration of surveys related to evaluation standard:

E4 - *The CEP conducts surveys of participating high school instructors, principals, and guidance counselors at least once every three years.*

***25. What is the most recent year for which your program has completed the administration of E4 surveys?:**

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E4 Evaluation Standard

All of the questions on this page are related to the most recent year of the administration of surveys related to evaluation standard:

E4 - The CEP conducts surveys of participating high school instructors, principals, and guidance counselors at least once every three years.

***26. Do you have the data from the completed surveys recorded in a spreadsheet (Excel)?**

- ☐ Yes
- ☐ No
- ☐ No but I used an online survey tool or database where I can easily export them into a spreadsheet.
- ☐ Other (please specify)

***27. What method did you use to give the survey to stakeholders?**

- ☐ Survey Monkey
- ☐ Qualtrics
- ☐ Google Forms
- ☐ Other Online/ Web Survey Tool
- ☐ Phone
- ☐ Word/ PDF/ Other form fill-able document
- ☐ Paper
- ☐ Other (please specify)

How many staff (full-time and part-time) for the most recent year of survey administration fit into the following categories?

(Please note that if you gave the survey to all staff that your response in the first and second boxes will be the same.)

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***28.**

Principals

Total
number:

Number
given
survey:

Number
that
responded
to survey:

***29.**

Counselors

***30.**

Instructors

***31. How many reminders to complete the survey did you send staff?**

(Do NOT include the initial time you contacted the person to request that they complete the survey. For example, if I sent staff an e-mail with information on how to complete the survey and then later sent 2 e-mails to remind them to take the survey, I would respond "2" even though they were contacted 3 times in total.)

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32. Based on your E2, E3 and E4 survey(s) are you anticipating making any changes to your program? Please provide comments you would like to share.