

## Selecting Members of Your Campus Climate Survey Team: Expertise, Skills, and Abilities

General Skill Areas	Specific Skills, Abilities, and Activities	Fill in examples of possible offices, people, or other resources that would help to fulfill this need on your campus: (Note: also consider community resources as well as consultants and survey companies)
<b>Political Clout, Influence, and Power</b>	Power to garner support and political will on campus, and ability to assemble necessary individuals to work on the survey	<i>Example: Chancellor, Provost, or Dean of Students</i>
	Communicate with all relevant stakeholders to get a sense of what they would like to see in the survey or be able to do with the data	
<b>Leadership and Management</b>	Ability to clearly articulate goals for the survey including specific questions to be answered with the data	
	Leadership and management of group, as well ability to make decisions or enforce decision-making structure	
	Ability to guide the group in creating a clear, concrete analysis plan	
	Ability to guide the group in creating a clear, concrete dissemination plan including rough timeline	
<b>Communications and Marketing</b>	Creation of a title, elevator pitch, and other pieces important to communications and branding of the survey during development as well as during administration of the survey	
	Clear, understandable, visually appealing summaries of results	

General Skill Areas	Specific Skills, Abilities, and Activities	Fill in examples of possible offices, people, or other resources that would help to fulfill this need on your campus: (Note: also consider community resources as well as consultants and survey companies)
<b>Research Expertise*</b>  *If your campus has an Institutional Research office, include them from the very beginning of the process if possible.	Development of the survey tool itself  Experience with and ability to fill out the institutional review board (IRB) application, and to manage the process and necessary paperwork  Running tests of drafts of survey with a small portion of the population(s) that will be surveyed  Technical expertise in anonymizing data or making it as confidential as possible  Technical administration of the survey (ranging from inputting questions into Survey Monkey to using Qualtrics)  Qualitative and quantitative analysis of data (need to be identified in IRB paperwork and have human subjects training if working directly with data)  Team member who qualifies as a primary investigator (see your own IRB's requirements for details) for the survey project  Ability to summarize findings	
<b>Survivors and/or Advocates</b>	Way of incorporating survivors' voices, opinions and experiences into survey design	
<b>Title IX Expertise</b>	Understanding of Title IX, how it applies on your campus, and what information would be helpful in work on Title IX issues and activities	

General Skill Areas	Specific Skills, Abilities, and Activities	Fill in examples of possible offices, people, or other resources that would help to fulfill this need on your campus: (Note: also consider community resources as well as consultants and survey companies)
<b>Legal Expertise</b>	Understanding of relevant laws and legal repercussions of various decisions made throughout the survey process	
<b>Stakeholder Representation</b>	Representatives from various stakeholder groups on campus that need to be part of the process	

MIT Community Attitudes and Sexual Assault survey tool and information, including Qualtrics QSF, are available for public use at <http://mit.edu/surveys/casatips/>.