

## Data Collection Process for Performance Measures

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### Completers

- A 'graduation survey' is administered to the graduates the week of graduation
- The surveys are completed in the Student Development office prior to the students picking up their cap and gown for graduation
- A member of the Student Development office collects and returns the surveys to the ORIE office
- The IR enters the surveys in survey monkey
- The compiled results of the surveys are entered into survey monkey at the link provided by Bill Schneider from the NCCCS

### Non-Completers

- A series of queries provided by the system office are ran to create the list of non-completers
- The non-completers are mailed and/or emailed the 'non-returning student survey' for completion
- The surveys are returned to the ORIE office my mail or email
- Surveys are taken by phone if the required percentage needed for reporting is not met through mail or email responses
- The compiled results of the surveys are entered into survey monkey at the link provided by Bill Schneider from the NCCCS

### Employer Satisfaction

- A list of employers is provided to the IR by the instructors of POS going through the program review process that year
- Employers are also surveyed at the annual Advisory Committee Meeting for the POS
- The employers are mailed and/or emailed the 'employer satisfaction survey' for completion
- The surveys are returned to the ORIE office by mail, email, or division secretary
- The compiled results of the surveys are entered into survey monkey at the link provided by Bill Schneider from the NCCCS