IBHE Sexual Misconduct Campus Climate Survey Resource Packet Instructions

Survey Background

The following packet of resources has been prepared for your institution to administer the Sexual Misconduct Campus Climate survey and provided to you by IBHE.

On August 6, 2021, a bill written by students and supported by survivor advocates in Illinois was signed into law by amending the Preventing Sexual Violence in Higher Education Act. This new law, Public Act 102-0325 (110 ILCS 155/35), mandated all institutions of higher education conduct an annual campus sexual misconduct climate survey to assess students' experiences, outcomes regarding their experiences, and perceptions of sexual violence and collegiate culture. The law called for the creation of a Task Force on Campus Sexual Misconduct Climate Surveys to develop the base survey instrument and implementation guidance. The Task Force was charged with creating a "base survey," which focuses on 13 areas outlined in the statute:

- The number, type, and location of reported and unreported incidents of sexual misconduct.
- Student awareness of institutions' sexual misconduct policies and procedures.
- Whether the student was referred to victim support services and whether students were provided information on his/her/their rights.
- Student demographic information such as race/ethnicity, gender, sexual orientation, disability status, and immigration status to help identify at-risk groups.
- The perceptions of campus safety and confidence in the higher education institution's ability to protect students against sexual misconduct.
- Contextual factors of a sexual misconduct incident and any student academic outcomes, such as withdrawing from classes or being placed on academic probation.

The Task Force met throughout 2022 and 2023 and published its report on July 31, 2023. In October 2023, IBHE communicated with institutions in the state sharing the base survey and directing completions of the survey in 2024. In January 2024, IBHE sent additional communication regarding some minor updates to the base survey and implementation plan. Additional analysis and reporting guidance were provided by IBHE on April 1, 2024 and a subsequent update on the reporting template, followed by the completed reporting template.

Resource Packet Overview

The following resource packet was created to assist institutions as they administer, analyze, and report the results to guide campus decision making. Materials are divided into five sections:

1. Preparing for the survey
2. Survey Administration and Instrument
3. Marketing
4. Survey Analysis
5. Report Templates

These materials were used to administer the survey at multiple institutions across the state in 2024 and 2025. Links were provided to any state or IBHE specific guidance. All references to materials provided in the resources packet are **bolded and in a dark orange text**. Not all resources may be applicable to your institution. If you have specific questions about survey implementation, please contact IBHE.

1. Preparing for the Survey Instructions

As you begin to prepare for the survey, we recommend you first open "**IBHE_Sexual Misconduct Survey Checklist and Timeline"** and read the "Task Force Base Survey and Implementation Plan On – Updated Jan 2024 (also located in the resource packet). The checklist provides steps and a recommended timeline for administration. Your institution may edit it to fit your individual needs. The survey and implementation plan contains the survey questions and recommendations for administration provided by the task force.

Committee

We recommend institutions identify a survey coordinator, communications lead, and Title IX representative/Confidential Resource to assist with administration. Your institution may also choose to create a committee that includes additional members such as Institutional Research and Information Technology.

IRB

This survey is for continuous program improvement and legislative requirements, typically IRB approval is not required for these types of initiatives. However, you may elect to submit a Non-Human Subject Research Determination Request and/or consult with your IRB about guidance. An example of a **Non-Human Subject Research Determination Request text** and **IRB NHSR Determination letter** are provided as a resource. (See Task Force Base Survey and Implementation Plan, page 5 for the guidance provided by the Task Force).

Budget

This is an unfunded state requirement, campus funds may need to be allocated to the survey. To administer this survey using the packet materials, a Qualtrics license is highly recommended. Your institution may also wish to conduct additional analysis in another statistical analysis software package. In addition, each institution should determine if it has the capacity to offer incentives to participants. This may be done with a random drawing or upon completion if the survey taker is anonymous. Please consult with campus purchasing on any restrictions for incentive items or distribution to students. See the Task Force base survey and implementation plan guidance (p. 40) for additional guidance on incentives.

Survey Eligibility

Per the Task Force Base Survey and Implementation Plan, page 4, the survey is not intended for students under 18 years of age. High school students in dual-credit courses are also not required to have the option to take the survey. With these two exceptions, the survey must be offered to all students regardless of full/part time, level, and include those who have taken a leave of absence or withdrawn.

Since the guidance requires students who have taken a leave of absence/withdrawn it is recommended that the survey be distributed to any student over the age of 18 within the last 12 months to meet this requirement. In addition, international privacy laws (GDRP, PIPL) are frequently changing it is recommended you consult with your legal counsel and/or information technology about students who are physically located outside of the United States when taking the survey. A question has been included in the Qualtrics survey instrument if you need to exclude students who are physically located outside the US due to international privacy.

Privacy

The legislation requires that the institution

“shall collect anonymous responses and shall not provide for the public disclosure of any personally identifying information. No institution may use or attempt to use information collected through the sexual misconduct climate survey to identify or contact any individual student on campus, nor shall the results of the survey be used as the basis for any type of investigation or disciplinary or legal proceeding” (110 ILC 155/35,e.13.g).

In addition, the Task Force also recommends that institutions be aware of potential survey fraud. Prioritizing anonymity of responses should be the primary aim. However, many institutions want to ensure participants are from their institutions and respondents are not external actors seeking the incentive. To achieve this, some institutions created a pass-through website or portal. This directed all eligible students (see survey eligibility section) to a website where they logged in to verify they were a student, then students were given a generic link to complete the survey. Settings were enabled in Qualtrics to only allow participants from the pass-through website (via a referral website URL option). Additional anonymity features were also enabled in Qualtrics (see section 2 for additional information). Other institutions chose to only use an anonymous link. An anonymous link can be accessed by anyone. Consult your information technology/privacy experts for final determination.

2. Survey Administration and Instrument

Uploading the Survey Instrument to Qualtrics

The Base Survey provided for by the State Task Force was programmed into Qualtrics with the required question logic (e.g. skipping questions based on participants answers). In the Resource Packet you will find a word version of the survey and a. qsf version called **“Template_Sexual_Misconduct_Campus_Climate”**. The. qsf version is to upload into Qualtrics. Once you have a Qualtrics account you can follow the instructions on the [Qualtrics website to import a survey](#). The upload process should take under 5 minutes.

Modifiable by Institution Guidelines and Survey Notes

The survey has a few modifiable components. This includes updating your institution name, Title IX resources, confidential resources, and some survey questions are modifiable. In the Qualtrics survey the section that need to be updated are highlighted in yellow. There is a document called **“Survey Questions that are Modifiable”** This includes a list of these question and guidance regarding the modifiable questions. It is recommended that you discuss the modifiable questions with your

committee and finalize your support resources early so that they can be updated in various locations in the survey. As you address your modifiable components and questions here are some additional tips.

- Questions 4, 5, 7, 9, 18, 87, 88 are somewhat modifiable by institution. See **"Survey Questions that are Modifiable"** word document.
- Two additional questions are included in the survey in the demographic block. One titled, "CurrentStudent" which asks "Are you enrolled in at least one course for the [Semester]? and one named UgradGrad" which asks about student level. These are optional; however the ugrad/grad question was recommended for institutions that have different populations.
- Depending on when the survey is administered, another year may need to be added to "Q5_Enroll"
- The consent block/module is optional. Each institution can choose if they want to use it at all, use some of it, or none of it. In the survey provided, we have included an abbreviated set of consent questions. If you choose to add in the additional questions on the base survey here is a link to the Qualtrics instructions for matrix table questions.
- Some institutions found it helpful to create a resource email address for the survey which can be routed to the survey coordinator or appropriate responders regarding questions about the survey. For example, sexualmisconductsurvey@insitution.edu. Institution contact information must be provided for students wishing to make a report and confidential resources in the survey introduction and debriefing. A separate contact for questions about survey administration may be helpful.
- Some institutions also found it helpful to create a website with a description and FAQ about the survey. The University of Illinois Urbana-Champaign has website content that can be adapted to your institution.
- Ensure you update your institutional specific information in the **introduction** and **debriefing section**. For specific language and guidance refer to IBHE's Task Force Base Survey and Implementation Plan Only (page 6).
- The institution's name will need to be updated in all questions.
- Some institutions also provided limited resources at the bottom of every survey page in the footer. This is an added resource for students who may be in crisis. This custom footer example can be found in the document **"Qualtrics Survey Setting and Custom Messages"**.

Accessibility

To ensure accessibility a few additional components were added to the survey.

- At the end, there will be a finish page. This was created for those who are visually impaired to know they are ending the survey.
- All matrix questions were set to the Format – Profile to enhance accessibility.

It is recommending institutions consult with their campus accessibility experts for final review.

Survey Settings

Review "**Qualtrics Survey Settings"** for a complete list of settings that are used in Qualtrics and the recommended settings. These settings should be carried over when uploading the survey, and should

be checked for accuracy. To access the **look and feel section**, select the button highlighted below with the red arrow. Many of the look and feel categories are optional. See **"Qualtrics Survey Settings"**

To access the **survey options**, select the button highlighted below with the red arrow.

Review all the survey settings found in the document. Four settings are important for the proper functioning of the survey.

1. In General, update the name of your institution.
2. Under Security, there is a section called "Add a referral website URL". In the survey template this was set to OFF, however if you are using a pass-through website to verify your participants this should be enabled, and you can add the website the participants are coming from. Learn more about the [Referral Website URL at Qualtrics](#).
3. Under Security, ensure the "Bot detection" is enabled. This will reduce the chances the survey is taken by bots.
4. Under security, ensure "Anonymize responses" is enabled. This ensures participant IP addresses, location data, and contact information are not maintained.

Custom Messages

Unlike the survey settings, custom messages do not always transfer when a survey is uploaded into Qualtrics. Open the document **"Qualtrics Custom Messages"** for more detailed instructions. The debrief content is a state requirement. We recommend that you review the [Task Force Base Survey and Implementation Plan](#) to ensure all of the required components are included. Additional sample messages are also provided for you in the **"Qualtrics Custom Messages"** document including footer, expired message, and exclusion message.

Survey Testing

Once the survey is uploaded into Qualtrics, please test the survey to ensure all features are working appropriately. A **"Survey Testing Template"** is provided in the Resource Packet. There is a tab that includes instructions and instructions for 6 testers. Tester #1 should use the IBHE's [Task Force Base Survey and Implementation Plan Only](#) to review all of the survey skip logic in the survey. This logic is already programmed into the survey upon upload, however additional testing is recommended to ensure it is accurate. Please remind survey testers that the questions are required, and the testing is designed to ensure it is functional and follows the state guidance. However, IBHE welcomes any feedback on the survey that can be given to the Task Force when they reconvene.

Short Link and QR Code

Many institutions have chosen to create a Short Link and QR Code for the survey. If you are using a pass-through website, the short link and QR code should go to that website. Although Qualtrics has a feature to create a QR code in the distribution section, institutions found it helpful to create a short link and QR code outside of Qualtrics. This has allowed us to use the same short link and QR code for multiple years.

Incentive Form

If you choose to offer an incentive, please ensure the incentive sign-up data is not connected to the survey results. You may create an additional Qualtrics survey and provide a link at the end of the Sexual Misconduct Survey (in the debrief section, see **"Qualtrics Custom Messages"**). This form could also be created in another platform such as Microsoft Forms, or Google forms. Check with your Information Technology department if there is a preferable platform. In the document **"Incentive Page Language and Drawing Rules"** there is additional guidance on creating an incentive page. Consult with your

campus regarding financial prizes for students and if there are limitations for tax or financial aid purposes.

Optional: Survey Monitoring Reports

Per state guidance, the survey results cannot be used for campus Title IX or conduct investigations. Since the survey is anonymous there is no way for additional investigation of those who report misconduct. There have been instances when students have used the open-ended fields to identify their perpetrator.   This information should be redacted immediately. There is a custom Qualtrics report in the folder called **"Open Ended".** This can be referred to while the survey is conducted, so you can flag items for redaction and redact within Qualtrics. To use this report, go to the Reports tab in Qualtrics, File-New- Import from QRF and select the report.

In addition, there is a demographic report that can help you monitor your demographic responses as the survey progresses called **"Demographic Report Template"**. Some schools found this useful to assist with marketing and communications. For example, if the report showed we had a lower number of respondents who lived in the residence halls compared to the campus population we would increase marketing in those spaces.

3. Marketing and Communications

The Marketing and Communications Section of the Resource Packet contains a communication plan, sample logos, digital signage template, and additional communication language options. Per IBHE guidance the survey must remain open for at least 5-6 weeks. (See General Guidance On Reporting And Analysis For The Annual Sexual Misconduct Base Climate Survey). In addition, it is recommended that the survey be administered in the spring semester if possible.

Communication Plan and Email Templates

A sample **"Communication Plan and Email Templates for Sexual Misconduct Survey**" has been included for institutions to adapt to their needs. This includes email to campus leadership and a series of 4 emails to students. We recommend sending emails Monday – Thursday before 2pm, or whenever your campus support resource offices are open and available to assist students who many need support. Although many institutions did not see an immediate increase in support resources, this allows a more survivor centered approach. Emails can be spaced out in a variety of ways. Some institutions chose to front end communications, sending the first two emails in the first week and half. Saving the third email for specific outreach (e.g. via academic colleges, student affairs units) and then the final email the day before the official close date. Consider having the email sent from the institution chancellor/president to demonstrate a commitment and the importance of the survey. In the **"Additional Communication Language"** document there contains other language used for newsletters and/or specific staff groups.

A variety of logos that can be edited with your campus colors. Three designs in both black and white reverse are provided. See **"Logos"** folder in the Marketing and Communications folder.

Horizonal_1

Horizonal_2

Stacked

Digital Signage

In addition to the logo options, there is a template for a digital sign 1920 x 1080 that can be edited for display on campus. See **"2025_SexualMisconductSurvey_1920x1080+Digital_Template".**
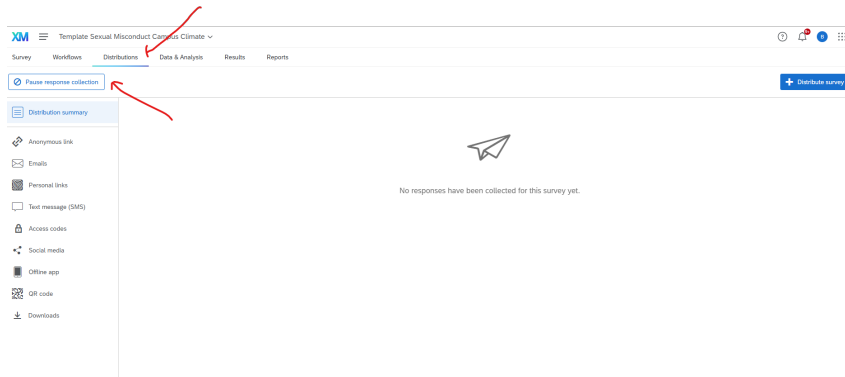

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4. Survey Analysis

Closing the Survey

To close the survey in Qualtrics go to the Distributions tab and "Pause response collection". Qualtrics will ask "What do you want to do with the survey sessions that are currently running?", select "Stop them and record them according to the survey's partial response completion settings".

Data Cleaning Preparation

Per the General Guidance On Reporting And Analysis For The Annual Sexual Misconduct Base Climate Survey any respondent who stopped completing the survey before Question 33 (the last question in the Sexual and Gender Harassment module) must be excluded from reporting and analysis. Since all the survey questions are optional, this process can be complicated.

Removing those who did not respond after Q33 can be done either within Qualtrics or downloading the data. It may also be prudent to download the data, identify what needs to be deleted and then done within Qualtrics. If you remove the responses within Qualtrics, we recommend downloading and saving a copy of the data in case there are issues before removing the participants who stopped before Q33. Once responses are deleted in Qualtrics they are permanent.

We have provided a Qualtrics report template that can be used for easy reporting. Use of this report accurately requires all responses in Qualtrics to meet the Q33 requirement.

Deleting in Qualtrics

Refer to the Qualtrics Guide for deleting responses. In Qualtrics there are two meta-data fields that could be helpful for data cleaning. These are "Finished" and "Progress". If you export the data, these are automatically included. They can also be viewed in the Qualtrics Data Analysis tab. You may need to add the columns via the Column Chooser. See Data and Analysis Overview for more information.

To identify what needs to be deleted, it is recommended that you sort from smallest to largest on the "Progress" field. Typically, all responses below 41% ended prior to Q33. However, it is recommended that you visually inspect these entries. There have been some circumstances where survey respondents skipped big blocks of questions but then answered some at the end.

In addition, if a survey respondent clicked through the entire survey but never responded their Progress would be 100%. Because of this, additional manual review of entries should be conducted on Progress over 41%. This may be easier to do with downloaded data in excel than within Qualtrics. The work could be done in excel, and the respondent id's can be used to find the entry in Qualtrics and delete manually.

Downloading the data

1. To download your data go to the Data & Analysis tab.
2. Select Export & Import
3. There are a variety of ways the data can be exported including CSV, Excel, and SPSS. Once you choose which format you want to download the data, select "More options" at the bottom of the dialog box.
4. We recommend selecting "Record seen but unanswered questions as -99" and "Recode seen but unanswered multi-value fields as 0".

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Survey   Workflows   Distributions   **Data & Analysis**   Results   Reports

Data   Text iQ   Weighting

1.

Data Table   Last Record Collected: 04/11/2025 2:02 PM MDT   Inactive   Response Quality 98%   Recorded responses (403) ⌄   ⊞ Field Editor

▽ Add Filter ⌄   ‹ 1 of 5 › 100 ⌄   ⬇ Export & Import ⌄   🔧 Tools ⌄
                                                                              ⊞ Column chooser ⌄

2.

☐	Recorded Date	Q1_Age - What is your age? (use two digit numeric value)	Q2_Gender - What is your current gender identity? - Prefer to self-describe:	Q2_Gender - What is your current gender identity?	Q4_RaceEth - Describe your race/ethnicity? (Select all that apply)	⚙
☐	Apr 11, 2025 PM	55		Woman	White/Caucasian	•••
☐	Apr 10, 2025					•••

‹ 1 of 5 › 100 ⌄   Review and Publish

Qualtrics.com   Contact Information   Legal

Download a data table

CSV   TSV   **Excel**   XML   SPSS   Google Drive   User-submitted files

Excel

Export your data as an XLSX file - an Excel-compatible format. If you have a very large number of responses, use TSV instead.

Learn more

☑ Download all fields

Values or labels

◯ Export values

⦿ Export labels

☑ Compress data as .zip file

☐ Use commas for decimals

☐ Remove line breaks

☑ Recode seen but unanswered questions as -99

☑ Recode seen but unanswered multi-value fields as 0

☐ Export viewing order data for randomized surveys

☐ Split multi-value fields into columns

☐ Use internal IDs in header

☐ Exclude survey response edits

☐ Include download links for user-uploaded files

Fewer Options   Cancel   **Download**

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Optional: Additional Analysis

Once you have removed the responses that stopped before Q33, you can begin your reporting template to IBHE. Your institution may also want to conduct additional analysis on the data provided.

Within Qualtrics you can use Results or Report tab to assist with basic analysis. See the Results Overview and the Reports Overview instructions from Qualtrics for more information.

In statistical analysis software such as SPSS you can run frequencies, descriptives, and or create new variables for additional analysis. If you are using excel, you could set up a series of pivot tables to help you summarize the data.

Possible new variables you can create with this data

- A composite measure for each of the four harms (sexual/gender harassment, stalking, domestic violence, sexual violence). Each harm behavior is re-coded as a Yes/No and added together. These can be used to provide simplified percents of misconduct that is occurring on campus.
- New sub-scales for each of the victimization scales. The victimization questions for this survey originated with ARC-3. In that survey these sub-scales were created to understand the nuances of sexual misconduct behaviors in each harm category.
    - Sexual Coercion Scale, Unwanted Sexual Attention, and Sexual Hostility is a sub-set of the Sexual and Gender Harassment Section
    - Stalking Sub Scale, and Cyber Harassment scales are sub-scales of the Stalking Section
    - Nonconsensual Sexual Touching and Attempted Penetration/Fondling and Completed Penetration are all part of the Sexual Violence Section
- A simplified variable for "Where did it happen" for each harm that includes on-campus, off-campus, electronically and other for each harm. This allows for easier reporting for campus
- An academic disengagement scale that combines the responses in Question 13
- A Race/Ethnicity variable that follow IPEDS standards
- A binary LGBQ+ variable
- A binary Fraternity/Sorority variable
- A binary Undergrad and Graduate student dummy variables that can be used to compare groups

4. Report Templates

Standard Qualtrics Report

Once all the respondents who did not answer after Q33 are removed. **"SMCC Survey Standard Qualtrics Report"** has been created to ease the reporting requirement. To use this report, go to the Reports tab in Qualtrics, File-New- Import from QRF and select the report. In the Report Template folder you will find both a PDF example and the QRF that can be uploaded into Qualtrics. This should automatically conduct a frequency analysis. If you added any questions, or changed any variable names it may not work (It should not be affected by changing the question text, only the variable name).

IBHE Template

IBHE has provided a template to all institutions for reporting. To protect confidentiality of small groups, responses of less than 20 will NOT be reported. Any CELL that has less than 20 will be filled with "NR" for Not Reported. We recommend that you have multiple people review the template before submission. For Q11 in the reporting template there are a few errors. For example, the age of 21 overlaps in two categories. We include age 21 in the 21-25 category. This is the same for age of 25. Once the template is ready for submission, send to sexualmisconductsurvey@ibhe.org.

Website

State law also requires all institutions to post the results to the institution website. You may opt to post your reporting template; however, this does not meet accessibility guidelines. Because of this, another website word document template was created for this purpose. This has the same information that is found in the IBHE template, but in a word document that can be made into an accessible PDF.

PPT and One Sheet

An example PowerPoint template and One Sheet have been provided as ways to communicate this data to campus stakeholders. Due to the comprehensive nature of this survey, it may be challenging for many people to understand and summarize the results. These tools are examples that can be adapted and used for internal reporting. Many of these slides or summaries require more advanced analysis skills. Since this survey has a lot of skip logic and all answers have a prefer not to answer option, it is easy to mis-interpret the data.

Minimizing misinterpretation of results

When reporting percents, it is recommended to remove students who did not respond to the question from the denominator. For example, if for Q8 "Do you attend an exclusively online program? if 20 people reported yes, 80 reported No, and 10 reported prefer not to respond. The percentage of students in online programs would be 10/100 = 10% instead of 10/110. Take special care for questions that require a lot of survey logic to get to. For example, Q24 is only asked of students who experienced at least one sexual harassment behavior and indicated that they would answer additional questions. Being cautious of how the data is reported and summarized is important to avoid incorrect conclusions.