# IBHE Sexual Misconduct Implementation Packet Webinar Script

## Title Slide

Welcome to IBHE’s webinar on implementing the Sexual Misconduct Campus Climate Survey. In this webinar we will review the implementation resource packet that is available to assist campuses with the implementation of this state requirement.

## Agenda Slide

During this webinar we begin by providing some context for the creation of this survey, show you how to navigate the materials provided, review the materials available, and address some commonly asked questions.

## Survey Background

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](https://www.ibhe.org/assets/files/SMCSTF/2024/Letter_to_Institutions.pdf) with institutions in the state sharing the base survey and directing completions of the survey in 2024.

## IBHE Website

For more information about the Task Force and IBHE guidance, please visit

<https://www.ibhe.org/ibhe-SMCSTF.htm>

This contains the original report from the task force which includes the survey questions, the reporting template, and communication to institutions.

In the materials provided we have also provided direct links to many of these documents.

## Navigating the Materials

The materials are organized in 5 separate folders. Each folder has a variety of different resources. Not every resource may be applicable to your institutions.

Open the document **0\_Resource Packet Guidance\_READ FIRST.** This will provide you with directions and a description of each resource. In this document, we review each of the 5 phases of survey implementation

* Survey preparation
* Survey administration
* Marketing and Communications
* Survey Analysis
* Reporting

In the Guidance Document, public links are provided when possible. Any reference to packet resources is **bolded in orange text**.

## Preparing for the Survey

In this section, the first file we recommend reviewing is the **IBHE\_Sexual Misconduct Survey Checklist and Timeline** and the **Task Force Base Survey and Implementation Plan** report. Both of these items will provide you with the required guidance and recommendations for implementation.

The Survey Checklist and Timeline is a spreadsheet that can be adapted to your institution needs. It lists the tasks needed to complete, where in this packet you can find additional materials, an estimated timeline, and notes. We have also included columns for assigned, stats, and date completed which can be used to assist with your project management.

## Section 2. Preparing for the Survey

### Forming a committee

Once you have reviewed the materials, we recommend forming a committee to assist with the implementation. First identify a survey coordinator/committee lead, communications representative, and staff member that has experience with Title IX and or serving as a campus 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 Guidance and Non-Human Subjects Research (NHSR)

This survey is for continuous program improvement, evaluation of services, 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. To assist with this, we have provided an example of a **Non-Human Subject Research Determination Request text** that you may use. The packet also contains an **IRB NHSR Determination letter** that was provided to a state institution. We acknowledge that IRB decisions are made on an institution-by-institution basis, however these materials should assist you in having the conversation at your institution.

### Budget

This is an unfunded state requirement, campus funds may be needed to administer the survey. To administer this survey using the materials provided in this packet, a [Qualtrics](https://www.qualtrics.com/) license is highly recommended. In this packet we have provided the survey programmed in Qualtrics and some Qualtrics reports. These can only be used if you have a Qualtrics account but could save a considerable amount of staff time and resources.

In addition, each institution should determine if it has the capacity to offer incentives to participants. This may be done through a random drawing or upon completion if the survey taker is anonymous.

On page 40 of the Task Force’s report there are suggestions for incentives including small pre-paid gift cards ($2-5), campus merchandise, or in-kind options such as a housing lottery or parking spot. When offering incentives institutions must ensure confidentiality is maintained and student information for incentives should not be directly linked to their survey response.

### 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.

### Privacy

The legislation requires that the institution

“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.

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.

## Section 2. Survey Administration and Instrument

The [Base Survey](https://www.ibhe.org/assets/files/SMCSTF/2024/Task_Force_Base_Survey_and_Implementation_Plan_Only_Updated_Jan_2024.pdf) questions were created by the State Task Force; however, each institution is responsible to create a survey instrument with the required questions and administer it to their campus. To review the guidance provided by the Task Force, please visit the IBHE website.

To minimize the burden of creating the instrument, we have provided a pre-programmed survey instrument available for you to use. This template can only be used in the Qualtrics Platform (**“Template\_Sexual\_Misconduct\_Campus\_Climate.qsf”**). It can be quickly uploaded into your institution Qualtrics account. Instructions for how to import a Qualtrics survey can be found publicly on the Qualtrics website. The process should take under 5 minutes.

The Qualtrics template instrument will still require some adaptation from your institution, such as updating the institution name, but it does contains the required survey logic (showing/hiding questions based on previous responses) that can be more challenging to program. Overall, using the template can save considerable staff time.

If you are not able to use Qualtrics the packet also contains a word version. This could be used to copy and paste into another survey platform. It also indicates how the survey logic was programmed in Qualtrics.

## Section 2. Survey Administration and Instrument: Modifiable Questions

According to guidance, the survey has some modifiable components. This includes, includes updating your institution name, campus resources, the consent section, and some survey questions.

In the Base Survey guidance it states “Questions that have the phrase “[MODIFIABLE BY INSTITUTION]” are the only questions on the base survey that can be changed by the institution. All other questions must be given to students exactly as they appear in this document; however, institutions are allowed to add questions to the survey document if they so choose. Parts of the question or answer choices that can be modified vary based on the question. See below for specific instructions:

* Questions 4, 5, 7, and 9 – The question must remain the same, but the answers can be revised by the institution
* Question 18 – The institution may only modify the examples in the answer options.
* Questions 87 and 88 – Institutions may modify the answer choices as needed, but not the question.

## Section 2. Survey Administration and Instrument: Modifiable Questions (second slide)

In Section 2 of the packet, there is a word document called “**Survey Questions that are Modifiable**”. This can be used to guide your campus committee’s discussion on survey edits.

In the survey template itself we have highlighted sections of the introduction and resource page that need to be updated for each institution. This includes institution name, resources, contact information.

Some institutions have found it useful to create a survey specific email address such as [sexualmisconductsurvey@insitution.edu](mailto:sexualmisconductsurvey@insitution.edu), others have used Title IX or another campus office. Others have also found it helpful to create an accompanying website to address common questions and link to in the resources page.

In the survey template (both the Qualtrics and Word version), there are two questions that were added which are optional. One asks if a students is currently enrolled. This was added by institutions since we are required to send the survey to students who may have left the university.

The second added question is about student level such as undergraduate student, graduate student, or professional status. These are optional, but institutions have found these useful when interpreting the data.

In addition, Section V: Consent 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 template provided, we have included an abbreviated set of consent questions. If you choose to add in the additional questions you may do that, or remove the module.

Finally, some institutions have included an optional footer at the bottom of each survey question. This provides key resources for students even if they do not complete the survey. An example of this can be found in the document **“Qualtrics Survey Setting and Custom Messages”**

## Section 2. Survey Administration and Instrument: Accessibility/Settings

Every effort has been made to ensure the survey is accessible to all students. In the template there is a finish page, this was added for those who are visually impaired to know the survey is ended. All matrix questions are set to Profile in Qualtrics which is an accessible format. If you use another survey platform, be mindful of accessibility.

A document named “**Qualtrics Survey Settings**” includes a list of recommended settings in Qualtrics. This document will provide suggestions for a variety of Qualtrics settings. Some that are more focused on the design on the survey. For example, the progress bar has been disabled, because it was not accessible. We recommend turning on a back button, updating the survey description, and removing question numbers.

The most important settings to review are the privacy settings. We disabled the feature that allows respondents to finish later. This was to enhance anonymity and minimize responses be cached on internet browsers. This was done to protect survey takers who may be in domestic violence situations and do not want their responses to remain on a device. Ensuring the anonymize responses feature is enabled is crucial to participant protection and enabling bot detection reduces the changes your survey will be taken by bots.

There are also instructions to add an optional emergency exit button to the header. This allows a student to quickly exit the survey if they do not want someone around seeing their answer.

Finally, we have also included a document named **“Qualtrics Custom Messages”**. Custom messages does not always transfer when uploading a survey into Qualtrics so these may need to be added separately. Ensure the debrief page is updated and functioning prior to launch.

## Section 2. Survey Administration and Instrument: Recommendations

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. This can help your committee test the survey and ensure it is ready to be launched. 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](https://www.ibhe.org/assets/files/SMCSTF/2024/Task_Force_Base_Survey_and_Implementation_Plan_Only_Updated_Jan_2024.pdf) to review all of the survey skip logic in the survey. As previously mentioned, the logic is already programmed into the survey upon upload, however it is good to double check. Please remind survey testers that the questions are required, and the testing is designed to ensure it is functional and follows the state guidance.

We have also included information on how to run a drawing, if you are able to offer an incentive to participate in the survey. If you are offering incentive, this cannot be in the same form as the survey responses. Please create a different form (either in Qualtrics or another campus systems such as Microsoft forms) to collect the information of students that opt in to the incentive drawing. In addition, we recommend you have students use their campus email address. This may prevent those not affiliated with your university trying to get the incentive. Using the referral link option in Qualtrics is another option to ensure those that sign up for your drawing are from the survey. Finally we recommend you consult with your campus regarding prizes for students and if there are limitations for tax or financial aid purposes.

Included in the packet are two Qualtrics reports that can assist you with survey monitoring. To use this report, go to the Reports tab in Qualtrics, File-New- Import from QRF and select the report. One is designed to review open-ended items so identifiable information can be redacted and the other summarizing demographic information. 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.

## Section 3. Marketing and Communications

In section 3 of the implementation packet, you will find a communication plan, sample logos, digital sign template and additional communication language. Per IBHE guidance the survey must remain open for at least 5-6 weeks. During this time, you may employ a variety of marketing strategies.

## Section 3. Marketing and Communications: Communication Plan

A sample **“Communication Plan and Email Templates for Sexual Misconduct Survey”** has been included for institutions to adapt to their needs. It includes an email to senior leadership, and four 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 survivor centered approach may help those who want to report or seek support to do so.

Also, carefully consider who the email is from. Surveys have increased responses when the respondent knows who is sending the email. Many institutions had the email come from the President/Chancellor.

Institutions have spaced out communications in a variety of ways, however they found it useful to front-end communication, sending more emails in the first two weeks.

Other strategies include daily announcements, student organization outreach, presentation to students/staff about the survey and specific outreach from key campus leaders. There is a document titled “Additional Communication Language that includes more examples for this type of outreach.

## Section 3. Marketing and Communications: Logos and Digital Signs

The packet contains three editable logos. They are provided in Black and White Reverse. We have included the PNG files for each and an editable version to use in Adobe Illustrator. This will allow you to change the colors to meet your institution guidelines. Each of the logos is a different size or orientation to meet a variety of needs. There is also a digital sign template that can be edited in Adobe Illustrator.

## Section 4. Survey Analysis

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”.

There are a variety of ways institutions can analyze this data and use it for improvement. However, data cleaning should be done prior to any analysis.

Per IBHE guidance, any respondent who stopped completing 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 the respondents that stopped before Q33 can be done either within the Qualtrics platform or by downloading the data. In Section 5 – Report Templates we have provided a **“Standard Qualtrics Report”** template that can be uploaded into the report portion of Qualtrics. This will automatically, produce a frequency report for all survey questions. This is the simplest way to meet the annual reporting requirement.

We have also provided guidance for how to download the data if you want to export it to a CSV, Excel, or SPSS file (see Resource Packet Guidance for more detailed instructions).

## Section 4. Survey Analysis: Deleting Prior to Q33 in Qualtrics

First, refer to the Qualtrics [online resource for deleting responses](https://www.qualtrics.com/support/survey-platform/data-and-analysis-module/data/recorded-responses/). This can provide you with an overview of the process.

We recommend you download and save a copy of the data before cleaning. If a mistake is made during the cleaning process, this will be your data backup.

There are some strategies to ease the data cleaning process, however it may take visual inspection of each participants response.

Within Qualtrics go to the Data & Analysis Tab. In the Column Chooser add the columns Finished and Progress (under meta data) if they are not already visible.

First, sort the Progress Column, typically all responses lower than 41% ended prior to Q33, but this should be visually verified. There have been some circumstances where survey respondents skipped big blocks of questions but then answered some at the end. 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.

## Section 4. Survey Analysis: Optional Additional Analysis

In addition to the state required reporting, your institution may choose to do addition analysis. Within Qualtrics, the Results and Reporting Tabs have built-in features for sorting/filtering and running basic statistics.

Your survey team may also consider teaming up with campus faculty members or those familiar with survey research to conduct additional analysis.

Within the Resource Packet guidance, we have provided some new variables created by institutions to analyze the data for campus improvement purposes. Some examples include:

* Creating a binary/composite variable for each of the four harms.
* Using the guidance from the ARC-3 to create sub-scales for each harm to better identify which sexual misconduct behaviors may need targeted intervention.
* A simplified “Where did it happen” variable that includes on-campus, off-campus, electronic

These are just a few examples of how you could help to simplify and interpret the data for your campus community.

In the reporting section, we have also included some reporting templates that could utilize these simplified composite measures.

## Section 5. Reporting Templates

After you have removed the participants who ended before Q33, upload the **“SMCC Survey Standard Qualtrics Report**”. In Qualtrics, go to Reports Tab, File-New- Import from QRF and select the report.

This should automatically conduct a frequency analysis. If you added any questions, or changed any variable names you will have to add those questions to the report. (It should not be affected by changing the question text, only the variable name).

This report can be exported as a PDF file and used to assist in the IBHE reporting template. Your institution may also choose to export the data and use other statistical programs to run frequencies for reporting.

## Section 5. Reporting Templates: IBHE

To meet the state requirements, you will need to report your results to IBHE by June 30th. This can be done via the [IBHE reporting template](https://www.ibhe.org/assets/files/SMCSTF/2024/Sexual_Misconduct_Survey_Reporting_Template_2024-25-Final.xlsx) which can be found on the website or the **“Sexual\_Misconduct Reporting\_Template\_2024-05-Final**” in the implementation packet.

Do not report any response item that has less than 20 responses. Instead put NR. Even if more than 20 people responded to a question, only report the response options that have more than 20. For example, if 40 people responded to the questions “I feel safe on campus at [INSITUTION]” and 20 said Strongly Agree but 10 said Agree and 10 said Disagree. You will only report the 20 in Strongly Agree. The other options will be NA.

This was put in place to protect the confidentiality of small groups. However, this may result in your institution having little to report in many sections.

In the reporting template under Q1: Age there is an error. The response options overlap with each other. For example, the age of 21 overlaps in two categories. Report in the following categories:18 – 20, 21 – 24, 25 and up.

## Section 5. Reporting Templates: Example of IBHE Reporting Template

This is a screenshot of the IBHE template. For each question you will see a reminder about not reporting less than 20 responses for any item. You will enter the number of responses for each time and enter the total number of responses for that question

## Section 5. Reporting Templates: Website

In addition to reporting to IBHE, the state also requires all institutions to post the results on your institution website.

You may opt to post your reporting template; however, this does not meet accessibility guidelines. Due to this, we have provided a word reporting document that can be saved as a PDF.

This document contains introductory language that provides context about the survey, and tables that are accessible. Specifically, the tables contain alt text titles that can be read by screen readings and headings that will create tags when converted to a PDF. This version can be helpful when sharing the results with the campus.

See “**Website TEMPLATE\_Sexual Misconduct Campus Climate Survey”** in the implementation packet.

## Section 5. Reporting Templates: PowerPoint

Also included in the implementation packet is a PowerPoint slide deck **“Survey PPT Template\_2025”.** This has slides that can be adapted to your institution branding and needs. This is an optional resource but may be useful when reporting the results internally.

Some slide options included in the deck will require additional analysis beyond the frequencies required for state reporting.

You may also choose to create new slides for additional questions.

## Section 5. Reporting Templates: Fact Sheet

Included in implementation packet is an example of 1 page fact sheet **“Template\_Sexual Misconduct Fact Sheet”.**

This is one example of how institutions have chosen to summarize the information for campus improvement purposes.

To use this format, it will require your institution to complete additional analysis. Specifically combining some questions into a new index or composite measure as briefly outlined in the analysis section. However, you may also choose to report different questions, and your findings may vary from those outlined in this example.

## Common Challenges and Frequently Asked Questions

On the next two slides you will some of the common challenges or questions asked about the survey implementation. It includes a reference to where to find additional information in the implementation packet and this slide deck.

## Thank you

Thank you for attending the IBHE’s Webinar on using the tools provided in the Sexual Misconduct Survey Implementation Packet. If you have additional questions, contact [sexualmisconductsurvey@ibhe.org](mailto:sexualmisconductsurvey@ibhe.org).