

**Do Ask, Do Tell:
Climate Surveys for Climate Excellence**

An Interactive Workshop
with
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What two things would you like to know from students? Be specific

From faculty?

Key Components of Surveying Your Constituents

- 1) DESIGNING THE SURVEYS
- 2) **PREPARING THE COMMUNITY**
- 3) ADMINISTERING THE SURVEYS
- 4) COMMUNICATING & **USING THE DATA**

Tips for designing surveys:

- *Keep the survey short
- *Decide what information is *essential*, what is *useful*, and what is *unnecessary*
- *Use simple, informal language
- *Make sure everyone will understand the questions in the same way. Don't assume...!
- *Avoid terminology that requires an explanation
- *Limit open-ended questions
- *Keep rating scale balanced and choices short
- * Give your survey an interesting title
- *Consider pre-testing the survey

RESPONSE CHOICES

- Strongly Agree, Agree, Disagree, Strongly Disagree
- Excellent, Very Good, Fair, Poor
- Always, Very Often, Fairly Often, Sometimes, Almost Never, Never
- Completely Satisfied, Very Satisfied, Somewhat Satisfied, Somewhat Dissatisfied, Very Dissatisfied, Completely Dissatisfied
- Definitely True, True, Don't Know, False, Definitely False
- None, Very Mild, Mild, Moderate, Severe

Sample questions with comparisons

- I trust the adults at school
 - I can be myself at school
 - My parents feel welcome at school
 - I feel respected by my colleagues
 - I feel heard by my Head of School
 - I understand the school's commitment to diversity/equity
- Students trust the adults at school
 - Students can be themselves at school
 - Parents feel welcome at school
 - Faculty (staff, admin.) respect each other
 - The Head of School is responsive to the needs and concerns of faculty (staff, admin.)
 - The school is clear on its commitment to diversity/equity

What are some possible outcomes of a school not preparing its constituencies for a climate survey?

Preparing to conduct the survey

INTERNALLY

- Establish a shared understanding
- Establish clear goals & objectives
- Communicate goals & objectives
- Communicate who designed the survey & who will gather the results
- Communicate how the results will be used
- Assure confidentiality
- **ASSURE NO NEGATIVE CONSEQUENCES OR RETALIATION!**

EXTERNALLY

- Communicate reasons for survey
- Communicate logistics
- Communicate who designed the survey & who will gather the results
- Communicate how the results will be used
- Assure confidentiality
- **ASSURE NO NEGATIVE CONSEQUENCES OR RETALIATION!**

Administering the survey

- Include entire constituency
- Allow enough time
- Allow multiple formats
- Consider the timing
- Assure confidentiality
- Conduct it regularly

And then what?

ACT!

- *Tell the whole truth
- *Be strategic
- *Establish policies and communicate them
- *Establish protocols and communicate them
- *Plan small-group discussions

The primary message to send through the survey process:

“Be here. Be heard. Be yourself. Be rewarded.”

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