



Office of the Secretary of Higher Education

Frequently Asked Questions for First Cycle of Campus Climate Surveys in Accordance with P.L. 2020, c. 104

*Last Updated:
March 23, 2023*

The New Jersey State Plan for Higher Education: “*Where Opportunity Meets Innovation: A Student-Centered Vision for New Jersey Higher Education*”¹ includes the vision that every New Jersey student should feel safe and supported in their learning environment. To help make this vision a reality and in accordance with [P.L. 2020 c.104](#), institutions of higher education are required to administer campus climate surveys and develop action plans in response to campus climate survey findings. The Campus Sexual Assault Commission (CSAC) will assist in monitoring institutions’ progress towards meeting these requirements and offer technical assistance with the implementation of the campus climate surveys.

CSAC, along with the New Jersey Office of the Secretary of Higher Education (OSHE), conducted two technical assistance webinars on Friday, May 6, 2022 and Monday, August 8, 2022. To view the webinars, visit: <https://www.nj.gov/highereducation/csac.shtml>. This document provides a summary of frequently asked questions from the webinars.

Conducting Campus Climate Surveys

- ***What stakeholders from campuses, i.e. students, online students, employees, should be included in the campus climate survey?***

Institutions are encouraged to be inclusive in their surveying of stakeholders. We recognize that the selection of participants may depend on the survey tool, goals of surveying, and context of the institution. Institutions may exercise discretion in the selection of survey participations. However, OSHE will be requiring institutions to describe the population of interest for every survey administration via the submission template.

- ***What campus climate surveys should be utilized?***

Institutions are free to use or develop climate surveys that best align with their institutional circumstances and there is no required standard survey instrument at this time. However, the Safe and Inclusive Learning Environment State Plan Working Group developed a guidebook to assist institutions in finding appropriate campus climate instruments to administer to students, faculty, and staff. The guidebook includes a step-by-step implementation guide to help institutions better understand the resources and considerations necessary during key decision points in implementation. Reviews, descriptions, and links (if available) for varying climate survey instruments are also included in the report.

- ***How often should institutions survey the campus?***

In accordance with statute, institutions must conduct campus climate surveys at least once every four years.

¹ <https://www.nj.gov/highereducation/stateplan.shtml>

- ***Can institutions utilize campus climate data collected recently?***

Yes, for the first cycle of campus climate survey submissions, institutions that have conducted a campus climate survey between July 1, 2018 and June 30, 2022 may utilize the data collected during this period. If an institution did not conduct a survey within this timeframe, they will need to utilize data collected during June 30, 2022 and June 30, 2023.

- ***If an institution administered a campus climate survey between July 1, 2018 and June 30, 2022, when should the next administration occur?***

If an institution successfully completed a campus climate survey between July 1, 2018 and June 30, 2022, that institution may administer a new campus climate survey either within the four years of the date of the last survey or within four years of the effective date of P.L. 2020 c. 104 (October 19, 2020), whichever timeline is better suited to the institution.

- ***Do all of the domains from the Safe and Inclusive Learning Environment Working Group's [guidebook](#) "Promoting practice of data analysis through campus climate surveys" need to be included in the campus climate survey selected?***

No, not all the domains have to be included within the campus climate survey administered. However, institutions will be asked to indicate which domains were covered by the survey administered.

The core domains, which are described in detail in Part Two of the guidebook, "The Inventory of Campus Climate Surveys," are as follows: campus climate, school connectedness, institutional response, student/peer response, campus education/prevention programs and awareness of campus resources, direct experiences, consent and attitudes toward sexual violence/rape myth acceptance or attitudes toward discrimination, diversity and inclusion, and bystander attitudes and behavior.

- ***What are some general best practices that institutions should consider when administering a campus climate survey?***

Institutions should consider reviewing the Safe and Inclusive Learning Environment Working Group [deliverables](#) to learn more about best practices in conducting a campus climate survey. The [Inventory of Campus Climate Surveys](#) includes additional information regarding: building capacity on campus, planning for a campus climate survey, selecting a survey tool, determining a sampling approach, determining when to administer a survey, and disseminating findings. In addition, CSAC has hosted technical assistance [workshops](#) on general best practices and additional workshops are forthcoming.

- ***How can an institution with limited resources administer a campus climate survey effectively?***

The Safe and Inclusive Learning Environment Working Group created a [series of resources](#) to help institutions through all stages of surveying, from selecting a campus climate survey to implementing change on campus in response to survey results. These resources include:

1. Campus climate inventory and step-by-step guidebook;
2. A resource guide for creating safe and inclusive campus environments; and
3. An implementation guide addressing the recommendations set forth by the 2017 Task Force on Campus Sexual Assault.

These resources were created by a working group that reflected all higher education sectors and considered a wide variety of campus budgets.

Survey Submission to OSHE

- ***What data should institutions submit to OSHE upon completing the survey?***

Given the vast number of campus climate surveys available, the first submission by institutions is designed to provide OSHE with information about the survey process, specific survey instruments, and summary reports to establish baseline information.

In the first collection cycle, institutions will utilize a campus climate data submission form that will ask a series of questions about the survey administration process. Potential fields may include: the demographics of the surveyed population, the sampling method, the specific set of survey instrument(s) utilized, the core domains covered, high-level summary of results, and plans for future climate surveys. OSHE provided this form to all institution presidents on September 1, 2022. A follow-up form was provided to institutions who indicated to OSHE that they will be conducting a survey by June 30, 2023 on March 20, 2023.

- ***Will there be a codebook for how the file should be structured and submitted?***

No, a codebook will not be provided due to the variety of campus climate surveys institutions may utilize. Instead, OSHE will be providing a campus climate data submission form to institutions, which will include an agency contact for any questions.

- ***What is the deadline for institutions to comply for the first reporting cycle?***

OSHE recognizes that some institutions of higher education may have well-established processes for collecting campus climate data while other institutions may be in the preliminary stages of the process. As such, a staggered submission approach will be incorporated into the first reporting cycle.

Institutions that have conducted a campus climate survey between July 1, 2018 and June 30, 2022 must submit this data to OSHE no later than 5:00 p.m. on December 31, 2022 to satisfy the first reporting cycle. Institutions that have not conducted a campus climate survey between July 1, 2018 and June 30, 2022 will have one year from June 30, 2022 to administer a survey. However, these institutions will nevertheless need to complete the data submission form by December 31, 2022 to indicate they will be submitting at the later deadline and an updated data submission form will be provided to these institutions by March 2023. These institutions must complete the follow-up form by no later than 5:00 p.m. on July 31, 2023. The submission window will be open from March 20, 2023 through July 31, 2023. While surveys should be conducted by June 30, 2023, institutions will have until July 31, 2023 to submit data to allow additional time for analysis.

- ***How will data be used?***

This joint effort by the State and CSAC is designed to improve campus climates by enhancing campus climate surveys and evaluations. The purpose of the data gathering is to assist institutions in creating the best possible learning climates for students, faculty, and staff.

OSHE will share institutions' submissions with CSAC, which will utilize them to develop a statewide action plan with policies, programs, and/or procedures to respond to the issues and needs identified through the surveys.

- ***How should institutions who have already administered a campus climate survey submit the data?***

To remain in compliance with the law, institutions that have completed a survey between July 1, 2018-June 30, 2022 must submit a campus climate data submission form. On September 1, 2022, the campus climate survey data submission form was sent directly to all Presidents via email, which provided each institution with a unique link (URL) to the data submission form that could be shared across the institution to allow multiple staff to collaborate and prepare final responses to the form.

All institutions, including those who have not conducted a campus climate survey between July 1, 2018 and June 30, 2022, will need to complete the form by no later than 5 p.m. on December 31, 2022. While an attached PDF of the survey was provided for institutions to preview, all submissions must be made via the institution's link.

- ***How should institutions who have NOT administered a campus climate survey submit the data?***

Institutions that have not conducted a campus climate survey between July 1, 2018 and June 30, 2022 will still be required to submit a form indicating that they will be submitting survey information by the June 30, 2023 deadline.

On September 1, 2022, the campus climate survey data submission form was sent directly to all Presidents and designated climate survey point of contact via email, which provided each institution with a unique link (URL) to their own version of the data submission form. Institutions will need to complete the form by no later than 5 p.m. on December 31, 2022 to indicate they will be conducting a survey by the June 2023 deadline. While an attached PDF of the survey was provided for institutions to preview, all submissions must be made via the institution's link. A similar version of the full climate survey data submission form was sent to these institutions as a follow-up for their data on March 20, 2023. Institutions must complete the follow up form by no later than 5:00 p.m. on July 31, 2023. The submission window will be open from March 20, 2023 through July 31, 2023. While surveys should be conducted by June 30, 2023, institutions will have until July 31, 2023 to submit data to allow additional time for analysis. Institutions may want to preview the full-length data submission form to preview questions.

General Questions

- ***Do all institutions of higher education in New Jersey have to conduct a campus climate survey?***

Yes, pursuant to statute, all degree-granting institutions of higher education are required to conduct campus climate surveys. To certify compliance with the law, institutions must submit a campus climate data submission form within the timeframe and process detailed by OSHE.

- ***How will the renewed Violence Against Women Act impact the statutory campus climate survey requirement?***

In March 2022, the reauthorization of the federal Violence Against Women Act mandated standardized campus climate surveys on sexual harassment and sexual assault. At this time, New Jersey is continuing to move forward with the first cycle of campus climate surveying pursuant to state statute and acknowledges that further guidance from the Federal government may impact future cycles. OSHE and CSAC will share relevant updates with institutions as they become available.

- ***How will institutions be notified of updates regarding P.L. 2020, c.104, such as the availability of the template for submission?***

Institutions will be notified of relevant information through OSHE's biweekly broadcast and direct email communication to institutions. In addition, a preview PDF version of the data submission form will be available on CSAC's webpage once it has been provided to institutions.

- ***How can I connect with CSAC to provide feedback on technical assistance needs?***

Institutions can direct questions to Amanda Martinez, Policy Analyst, at amanda.martinez@oshe.nj.gov. OSHE will share the communication with the CSAC chair. For a full list of CSAC members, please visit the webpage listed above.

Amendments to FAQ

Date	Updates to FAQ
September 14, 2022	<ul style="list-style-type: none"> • References to the technical assistance webinar were updated to reflect additional webinars held. • References to campus climate survey template were updated with final name of “Campus Climate Data Submission Form.” • Process for submitting form to OSHE was updated to reflect available form and updated protocol. • Clarifies the frequency of administering a campus climate survey depending on when an institution first administered a survey and when P.L. 2020 c.104 was established.
March 23, 2023	<ul style="list-style-type: none"> • References to the spring 2023 campus climate template were updated to include the template’s release date of March 20, 2023 and deadline of July 31, 2023. • Clarifies the process for institution administering a campus climate survey during June 30, 2022 and June 30, 2023.