

Required vs. Recommended	Document Reviewed (e.g., AAUDE., ARC3 C.T.S., SUNY, NASEM, etc):	Does the instrument include questions about this topic?	Page #	Question #	Notes or questions for Council	Particular strength in this topic?	Council Member:
Required	“procedures for (A) achieving a high rate of response to such assessments to ensure statistically accurate survey results”						
Required	“(B) protecting the confidentiality of respondents to such assessments”						
Required	“(C) receiving responses to such assessments from as broad and diverse a segment of the student population as possible”						
Recommended, not required	How to assemble a campus project team						
Recommended, not required	Improving response rates, special topics:						
Recommended, not required	Non-monetary incentives						
Recommended, not required	Improving response rates on commuter campuses						
Recommended, not required	Using inclusive survey language						
Recommended, not required	How to make use of the data collected						
Recommended, not required	Assessment methods other than online surveys						
Recommended, not required	Comparability: over time; with peers						
Recommended, not required	Using inclusive survey format (considerations for disabled students, also students for whom a language other than English would be one they are more comfortable using to answer questions of a sensitive and intimate nature)						
Recommended, not required	Resources for students: which ones to include in a list in an assessment						

Recommended, not required	Resources for survey-takers: offering support to students who experience distress during an assessment
Recommended, not required	Demographics: which to include and how to select them
Recommended, not required	Narrative/free text responses: how and when to include them; dealing with information collected
	Assessment impact on students: recognizing that assessment participation can be distressing, and how to implement assessments to be mindful of that impact
Recommended, not required	[Other topics--see Council notes for additional rows]

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