Frequently Asked Questions (FAQs)
Campus Climate Assessment

Why are you conducting the campus climate assessment?

The Dean’s Advisory Committee on Diversity & Inclusion recommended that a campus climate assessment take place in 2015-2016 to understand the school’s climate and to improve diversity, equity and inclusion. The Dean’s office allocated funding so that the campus climate assessment could be conducted by an independent entity.

Who is the campus climate assessment for?

The campus climate assessment is for all members of the Harvard T.H. Chan School of Public Health, including faculty, staff, students, research scientists, and postdoctoral fellows. We are looking at diversity and inclusion broadly to understand how everyone experiences the culture by role within the institution as well as other identities, such as race/ethnicity, class, LGBTQIA+, ability, and international status.

What is CECE?

The Culturally Engaging Campus Environments research team (http://www.du.edu/cece-project/) is conducting the campus climate assessment. Dr. Samuel D. Museus is the lead investigator (http://education.indiana.edu/dotnetforms/Profile.aspx?u=smuseus). The campus climate assessment (CECE) survey is administered by the CECE research team.

What’s the difference between campus environments survey, campus climate assessment, and CECE survey?

We are using the terms interchangeably.

How many CECE surveys are there?

There are separate surveys for Harvard Chan students, academic appointees (faculty and researchers), and staff. You only have to complete the survey that you are sent through the link on CECE’s email.

How long will it take to complete the survey?

The survey will take students about 20 minutes to complete and faculty, staff, research scientists, and postdoctoral fellows about 15 minutes to complete.

Is the survey anonymous?

Yes, the CECE Team is the independent entity that the Harvard Chan School is partnering with to conduct this campus climate assessment. The information you give them will be anonymous.

Can I save part of the survey and come back to complete it at a later time?
Yes! You’ll have the capability to save your responses to the survey and complete it at a later time. Just complete it and submit the responses before March 11, 2016!

Is the survey mobile friendly?

Yes! You can complete the survey on your smart phone, tablet, and laptop with an internet connection.

You collected demographic data on a Qualtrics survey for people who volunteered for focus groups, what did you do to it once focus groups were over?

The Office of Diversity and Inclusion (ODI) created a Qualtrics form so that they could organize focus groups based on shared identities and functions (e.g., staff, faculty, students, research scientists, and postdoctoral fellows) within the Harvard Chan School. The questions were asked so that we could have some homogeneity in each focus group based on a shared identity while also having diversity of representation in programs, departments, degree programs, race/ethnicity, gender, and other identities across the whole 20 focus groups conducted on December 1st. We were unable to schedule focus group slots to everyone who submitted information based on the time constraints set by having only three concurrent focus groups during each time slot and having specific groups based on identity in each of the time slots. After the focus groups were completed, all data collected from the Qualtrics form by ODI was deleted.

How are the data being used?

In November 2015, ODI created a Qualtrics form for members of the Harvard Chan community to complete in order to group individuals for focus groups. Once the focus groups were completed in December 2015, the Qualtrics data were deleted.

In December 2015, the CECE Team conducted focus group interviews with members of the Harvard Chan community. The interview data was analyzed and assisted the researchers in developing surveys for the campus climate assessment. The interview data will be a part of the larger analysis by the CECE team for the final report, though they will not be presenting any identifying quotes by individuals made during the interviews.

In February 16, 2016-March 11, 2016, the CECE surveys will be live.

March 12, 2016-May 1, 2016, the CECE Team will analyze the survey data and disaggregate for various subgroups to the extent that individuals will not be identified.

On May 2, 2016, Dr. Samuel D. Museus will present the preliminary findings to the Harvard Chan Community at 12:30pm in Kresge G-1.

By the end of Summer 2016, the CECE Team will submit the final report with a set of recommendations. The final report will contain an analysis of the focus group and survey data, with very few quotes presented. The quotes will not be identifying. As mentioned, the final report will contain an analysis of diversity and inclusion in the broad sense.

Will the Harvard Chan School members have access to the interview or survey data?

Members of the Harvard Chan School will have access to the final report, which presents the analysis of the survey data and interviews. Some quotes will be displayed in the final report, but they will not be identifying. In
addition, members of the Harvard Chan community may ask for additional analysis of the data for subgroups to the extent that individuals will not be identified.

**How will I be protected if I complete the survey and I am the only person of [identity] in my department/office? Can’t I be identified?**

The CECE Team is independent from the Harvard Chan School and they are trained researchers who engage in ethical research practices. They will provide an analysis of and present the focus group interviews and survey data in a way that does not identify individuals. The final report will focus on themes and trends that come up from the analysis of various groups within the Harvard Chan School.

**Why are you asking for demographic information (e.g., race, ethnicity, gender, sexual orientation)?**

The CECE Team plans to disaggregate data and understand various subgroups to the extent that individuals will not be identified.

**Before this survey went live, did you share it with members of the Harvard Chan community for feedback?**

Yes, an email went out to all members of the Harvard Chan community with an update about the timeline after the focus groups were completed. In the email, Meredith Rosenthal, Associate Dean of Diversity, also solicited volunteers who were interested in reviewing the CECE surveys and providing feedback. In total, 34 members of the Harvard Chan community viewed a copy of the draft CECE surveys and had an opportunity to provide feedback. They represent faculty, staff, students, research scientists, and postdoctoral fellows. The CECE Research Team made modifications to the survey based on the Harvard Chan feedback they received.

**What is the timeline?**

Please see the response to “how are the data being used?” question for the timeline.

**Will the final report be public?**

The preliminary findings will be presented by Dr. Samuel D. Museus at a town hall meeting on May 2, 2016. The final report, which will be released in the summer of 2016, will also be shared to the entire Harvard Chan community.

**What will happen after the final report is released?**

The entire community will have an opportunity to comment on the findings and provide input into a plan to address the major issues that are identified in the assessment. In the fall of 2016, the Dean’s Office and the Office of Diversity and Inclusion will propose specific policy changes and other initiatives to address the findings of the climate assessment.

**What are the incentives and how can I win them?**

The incentives are: Apple iPad Air 2 Tablet (2), $15 Sebastian’s vouchers (5), $10 Sebastian’s vouchers (10), and $7.50 Sebastian’s vouchers (15). Everyone who completes the CECE survey will be entered into a lottery to win. Because the campus climate assessment is being managed by the CECE Team, they will identify the winners at random for the giveaways by March 21, 2016. Incentive winners can pick up their items from: Kimberly A.
Truong, Director of Inclusion Programs, Kresge G-4, truong@hsph.harvard.edu, (617) 432-5084 after they have been notified. Please note that the Sebastian’s vouchers have an expiration date of April 29, 2016.

**What are the specs of the Apple iPad Air 2?**

Both of the Apple iPad Air 2 incentives are: 1.5 GHz Processor, 2 GB DDR2 RAM, 16GB HDD, Apple IOS 8, and in space gray.

**Is there a place I can go to after I complete my survey to unpack some of my thoughts and feelings after having completed the survey?**

Yes, there are several different ways you can speak with someone.

- We will be in the Kresge cafeteria area 12:30-1:20pm while the survey is live, so you are welcome to come and speak to the representatives at the table. We will be at the Kresge cafeteria on February 16, 17, 18, 22, 23, and 26 and March 1, 2, 4, 7, 8, and 10. We will have representatives at this event who you can speak with if you should have questions.
- In addition, we will be hosting two lunchtime sessions where we will provide a limited number of laptops (attendees are encouraged to bring their own electronic devices) so that you can complete the survey in a safe a supportive community space. The lunchtime events are scheduled for February 18th and February 25th in Kresge G-2. We will have representatives at this event who you can speak with if you should have questions.
- The ODI Lounge in Kresge G-4 also has desktop computers from which individuals can complete the CECE survey 9am-5pm in a supportive, community space. Staff will be available to answer any questions you may have.
- As always, you can always contact Kimberly A. Truong, Director of Inclusion Programs, Kresge G-4, truong@hsph.harvard.edu, (617) 432-5084. She will be happy to schedule a time to meet with you to listen to your thoughts, reflections, and feelings after having completed the survey.

**I have additional questions. Who should I contact?**

There are several different ways you can speak with individuals about the campus climate assessment. We will be at tables at the Kresge cafeteria on February 16, 17, 18, 22, 23, and 26 and March 1, 2, 4, 7, 8, and 10. In addition, we will be present to answer questions at the free pizza events on February 18th and February 25th in Kresge G-2. We’ll provide space, pizza, and a limited number of laptops so that you can complete the survey. Since laptops may be limited, please bring your own. The ODI office is located in Kresge G-4 and staff may be present if you would like to drop by.

If you prefer to speak with someone privately, please do not hesitate to contact:

Kimberly A. Truong  
Director of Inclusion Programs  
Kresge G-4  
truong@hsph.harvard.edu  
(617) 432-5084

If you have additional concerns that you would like to voice to the Culturally Engaging Campus Environments research team, you can email them at: cece@indiana.edu.