

---

**APPENDIX D**

**SURVEY INSTRUMENTS**

***D-1. Letter From the Chancellor***



BOARD OF REGENTS OF THE UNIVERSITY SYSTEM OF GEORGIA  
270 Washington Street, SW – Atlanta, GA. 30334

---

April 24, 2000

Dear Colleague:

If you're like me, you get inundated with surveys and could make a career of filling them out. And everyone tells you how important theirs is. Well, mine really is! I'd really appreciate you designating the appropriate person to help.

In partnership with our Governor, we are seeking to benchmark our 34 colleges and universities. A unique partnership of consultants—Pappas Consulting Group, Arthur Andersen and MGT of America—successfully bid on the project, which may well be replicable in other states one day. MGT has the responsibility for this portion of the project.

We certainly are willing to share the data with participating institutions.

Thank you so much for your willingness to assist us in this venture. And I promise I'll try and reciprocate the next time you send us a survey!

Sincerely,

Stephen R. Portch  
Chancellor

***D – 2. Survey Instrument for All Peers Except  
Medical College of Georgia***

## ***SURVEY OF UNIVERSITY SYSTEM OF GEORGIA PEER INSTITUTIONS***

### **Introduction and Background**

The Board of Regents of the University System of Georgia (USG), in cooperation with the Georgia Office of Planning and Budget (OPB), have embarked on a benchmarking study of the 34 institutions within the USG as well as the USG Central Office. A major part of this study is the comparison of the institutions and the Central Office to peer institutions/organizations against a variety of input, process, output, and outcome measures.

The data for the various measures are being collected through a variety of existing sources (e.g., IPEDS) as well as through original data collection from the USG peer institutions. Your institution has been identified as a peer for one or more USG institutions. The purpose of this survey is to collect various data elements from your institution that are not reported elsewhere, or for which we would like to obtain more recent information (NOTE: Please respond "N/A" to questions not applicable to your institution).

We would greatly appreciate your assistance in completing this survey and returning it to our consultants for the study, MGT of America, Inc., at the address listed below by **May 8, 2000**. If you have any specific questions regarding the survey, please contact the person below.

Dr. Mary McKeown-Moak  
Project Director  
MGT of America, Inc.  
502 East 11<sup>th</sup> Street, Suite 300  
Austin, TX 78701  
Phone: 512/476-4697  
Fax: 512/476-4699  
E-mail: [mmoak@mgtamer.com](mailto:mmoak@mgtamer.com)

Please direct more general questions regarding the overall study to:

Dr. Madlyn Hanes,  
Senior Advisor to the Chancellor  
Office of the Chancellor  
Board of Regents, University System of Georgia  
270 Washington Street, SW, Suite 7022A  
Atlanta, GA 30334-1450  
Phone: 404/656-2202  
Fax: 404/657-6979  
E-mail: [mhanes@mail.regents.peachnet.edu](mailto:mhanes@mail.regents.peachnet.edu)

As a small token of our appreciation for participating in the study, we will be pleased to provide you with a copy of the data set when it is complete. There is a place at the end of the survey where you can indicate your interest in receiving the final data set. Thank you for your help!!

A. Fall 1999 New Freshman Characteristics

*Note: If Fall 1999 data are not available, please use Fall 1998 data (or most recent available) and indicate the appropriate year in the space provided.*

1. Average SAT or ACT Scores of Fall 1999 (or Fall \_\_\_\_\_) New Freshmen
  - a. Verbal \_\_\_\_\_
  - b. Quantitative \_\_\_\_\_
  - c. Composite \_\_\_\_\_
2. Percent of Fall 1999 (or Fall \_\_\_\_\_) New Freshmen who are National Merit Scholarship Finalists \_\_\_\_\_%
3. Developmental Studies/Remedial Course Activity
  - a. Percent of Fall 1999 (or Fall \_\_\_\_\_) New Freshmen who were enrolled in remedial mathematics courses \_\_\_\_\_%
  - b. Percent of Fall 1999 (or Fall \_\_\_\_\_) New Freshmen who were enrolled in remedial English courses \_\_\_\_\_%
  - c. Percent of Fall 1999 (or Fall \_\_\_\_\_) New Freshmen who were enrolled in other remedial courses \_\_\_\_\_%

B. Fall 1999 New Graduate/Professional Students

*Note: If Fall 1999 data are not available, please use Fall 1998 data (or most recent available) and indicate the appropriate year in the space provided. Also, indicate N/A if test is not relevant for your institution.*

1. Average GRE Composite Score for Fall 1999 (or Fall \_\_\_\_\_) for entering students \_\_\_\_\_
2. Average GMAT Composite Score for Fall 1999 (or Fall \_\_\_\_\_) for entering students \_\_\_\_\_
3. Average LSAT Composite Score for Fall 1999 (or Fall \_\_\_\_\_) for entering students \_\_\_\_\_
4. Average MCAT Composite Score for Fall 1999 (or Fall \_\_\_\_\_) for entering students \_\_\_\_\_
5. Average VAT Composite Score for Fall 1999 (or Fall \_\_\_\_\_) for entering students \_\_\_\_\_
6. Average DAT Composite Score for Fall 1999 (or Fall \_\_\_\_\_) for entering students \_\_\_\_\_

C. Student Outcomes

*Note: If the requested data are not available for the year indicated, please use the most recent available and indicate the appropriate year in the space provided.*

1. Please indicate the percentage of Fall 1998 (or Fall \_\_\_\_\_) first-time freshmen enrolling in your institution who returned in Fall 1999:
- a. All first-time Freshmen \_\_\_\_\_%
  - b. Male first-time Freshmen \_\_\_\_\_%
  - c. Female first-time Freshmen \_\_\_\_\_%
  - d. White first-time Freshmen \_\_\_\_\_%
  - e. African-American first-time Freshmen \_\_\_\_\_%
  - f. Hispanic first-time Freshmen \_\_\_\_\_%

*Please check below all of the relevant limitations/caveats to the data above:*

- Includes first-time, full-time students only
- Includes students who started in the summer session immediately preceding the entering fall term
- Includes only those first-time students who were continuously enrolled between Fall 1998 and Fall 1999 (excluding summer sessions)
- Other: \_\_\_\_\_

2. Please indicate the percentage of Fall 1995 (or Fall \_\_\_\_\_) first-time freshmen enrolling in your institution who had received their bachelor's degree from the institution within **four years**:
- a. All first-time Freshmen \_\_\_\_\_%
  - b. Male first-time Freshmen \_\_\_\_\_%
  - c. Female first-time Freshmen \_\_\_\_\_%
  - d. White first-time Freshmen \_\_\_\_\_%
  - e. African-American first-time Freshmen \_\_\_\_\_%
  - f. Hispanic first-time Freshmen \_\_\_\_\_%

*Please check below all of the relevant limitations/caveats to the data above:*

- Includes first-time, full-time students only
- Includes students who started in the summer session immediately preceding the entering fall term
- Includes only those first-time students who were continuously enrolled during this period (excluding summer sessions)
- Other: \_\_\_\_\_

3. Please indicate the percentage of Fall 1993 (or Fall \_\_\_\_\_) first-time freshmen enrolling in your institution who had received their bachelor's degree from the institution within **six years** by student characteristic:
- a. All first-time Freshmen \_\_\_\_\_%
  - b. Male first-time Freshmen \_\_\_\_\_%
  - c. Female first-time Freshmen \_\_\_\_\_%
  - d. White first-time Freshmen \_\_\_\_\_%
  - e. African-American first-time Freshmen \_\_\_\_\_%
  - f. Hispanic first-time Freshmen \_\_\_\_\_%

*Please check below all of the relevant limitations/caveats to the data above:*

- Includes first-time, full-time students only
- Includes students who started in the summer session immediately preceding the entering fall term
- Includes only those first-time students who were continuously enrolled during this period (excluding summer sessions)
- Other: \_\_\_\_\_

4. Please indicate the percentage of Fall 1995 (or Fall \_\_\_\_\_) first-time freshmen enrolling in your institution who completed an Associate Degree/Certificate program by Fall 1999 and/or transferred to a four-year institution, by student characteristic:
- a. All first-time Freshmen \_\_\_\_\_%
  - b. Male first-time Freshmen \_\_\_\_\_%
  - c. Female first-time Freshmen \_\_\_\_\_%
  - d. White first-time Freshmen \_\_\_\_\_%
  - e. African-American first-time Freshmen \_\_\_\_\_%
  - f. Hispanic first-time Freshmen \_\_\_\_\_%

D. Student Follow-Up Studies

1. Does your institution regularly track students who complete a degree and/or certificate program at the institution?

- Yes – in all programs
- Yes – in some programs
- No

*If you answered "yes", please continue with this section. If "no", please go to Section E.*

2. Please indicate the percentage of all students graduating from a certificate or two-year associate degree occupational/vocational program at your institution during 1997-98 who were employed within a related field within 12 months of graduation: \_\_\_\_\_%

- 3 Please indicate the percentage of all students completing a certificate, associate, or bachelor's degree program in any area during 1997-98 who were employed within a related field or pursuing further education within 12 months of graduation: \_\_\_\_\_%

*Note: If possible, we would appreciate receiving copies of the survey instruments used in these studies. Please attach with your response.*

4. Please indicate the average score of graduates from your institution on the following tests during the most recent available testing year:
- a. GRE Composite: \_\_\_\_\_
  - b. GMAT Composite: \_\_\_\_\_
  - c. LSAT Composite: \_\_\_\_\_
  - d. MCAT Composite: \_\_\_\_\_

E. Faculty Instruction and Research Activities

1. Please provide the following data for your institution for Fall 1998:
- a. Total student credit hours generated by undergraduate students: \_\_\_\_\_
  - b. Total student credit hours generated by undergraduate students in course sections taught by full-time tenured/tenure track faculty: \_\_\_\_\_
  - c. Total number of full-time tenured/tenure track faculty employed at your institution in Fall 1998: \_\_\_\_\_

*Notes:*

- # 1b - Please exclude those course sections where the faculty member is the instructor of record but does not actually provide the instruction (e.g., a graduate assistant-led lab or discussion section). If you are unable to exclude these course sections, please check here \_\_\_\_\_
- # 1c – Please only include those individuals whose primary (50% or more) assignment is instruction and/or research.

2. Please provide the following information regarding your instructional programs in 1998-99:
- a. Total number of instructional programs eligible to be accredited: \_\_\_\_\_
  - b. Total number of instructional programs that were fully accredited: \_\_\_\_\_
3. Total sponsored research expenditures at your institution in FY 1998-99: \_\_\_\_\_
4. Total unduplicated number of full-time tenured/tenure-track faculty with externally sponsored funding related to instruction, research, and/or service activities in 1998-99: \_\_\_\_\_
5. Total number of patents awarded to your institution in 1998-99: \_\_\_\_\_
6. Total 1998-99 income from patented inventions and products: \_\_\_\_\_

F. Public Service Activities

1. Please provide the following information on non-credit continuing education activities at your institution in 1998-99:
  - a. Total number of courses offered: \_\_\_\_\_
  - b. Total number of course enrollments: \_\_\_\_\_
2. Please provide the total number of contacts made through cooperative extension activities in 1998-99: \_\_\_\_\_

*Note: Items #1 and #2 above can include duplicated enrollments and contacts.*

3. Please indicate below all of the formal relationships between your institution and business or industry in 1998-99 (*check all that apply*):
  - a. Joint meetings or advisory panels \_\_\_\_\_
  - b. Equipment donated, loaned, or shared \_\_\_\_\_
  - c. Courses for business employees (credit or non-credit) \_\_\_\_\_
  - d. Partnerships for state and regional economic development \_\_\_\_\_
  - e. Financial support for research \_\_\_\_\_
  - f. Partnerships to assist K-12 schools \_\_\_\_\_
  - g. Scholarships or other student financial aid \_\_\_\_\_
  - h. Other \_\_\_\_\_
4. Please provide the total number of contracts and other formal arrangements between your institution and businesses/other organizations to provide workforce training during 1998-99: \_\_\_\_\_

G. Customer Satisfaction Surveys

1. Does your institution conduct undergraduate student satisfaction surveys on a regular basis?  
 Yes  
 No

*If yes, please provide us with a copy of your survey instrument(s) as well as your most recent results.*

2. Does your institution conduct alumni satisfaction surveys on a regular basis?  
 Yes  
 No

*If yes, please provide us with a copy of your survey instrument(s) as well as your most recent results.*

3. Does your institution conduct employer satisfaction surveys on a regular basis?

- Yes
- No

*If yes, please provide us with a copy of your survey instrument(s) as well as your most recent results.*

H. Private Support

1. Please indicate how much your institution actually received in private gifts (actual \$) in each of the past three fiscal years:

FY 1996-97 \_\_\_\_\_

FY 1997-98 \_\_\_\_\_

FY 1998-99 \_\_\_\_\_

2. Was your institution engaged in any special capital campaign or other fundraising effort during part or all of these three years?

- Yes
- No

I. Respondent Information

1. Respondent Name: \_\_\_\_\_

2. Respondent Institution: \_\_\_\_\_

3. Position/Title: \_\_\_\_\_

4. Office Phone Number: \_\_\_\_\_

5. Office Fax Number: \_\_\_\_\_

6. E-mail address: \_\_\_\_\_

7. Institution's webpage URL: \_\_\_\_\_

8. Please check below if you want to receive a copy of the final study data set

- Yes, I would like to receive a copy
- No, I don't want a copy.

**THANK YOU FOR YOUR ASSISTANCE WITH THIS STUDY!**

***D – 3. SURVEY INSTRUMENT FOR PEERS OF  
MEDICAL COLLEGE OF GEORGIA***

## ***SURVEY OF UNIVERSITY SYSTEM OF GEORGIA PEER INSTITUTIONS***

### ***Introduction and Background***

The Board of Regents of the University System of Georgia (USG), in cooperation with the Georgia Office of Planning and Budget (OPB), have embarked on a benchmarking study of the 34 institutions within the USG as well as the USG Central Office. A major part of this study is the comparison of the institutions and the Central Office to peer institutions/organizations against a variety of input, process, output, and outcome measures.

The data for the various measures are being collected through a variety of existing sources (e.g., IPEDS) as well as through original data collection from the USG peer institutions. Your institution has been identified as a peer for the Medical College of Georgia. The purpose of this survey is to collect various data elements from your institution that are not reported elsewhere, or for which we would like to obtain more recent information (NOTE: Please respond "N/A" to questions not applicable to your institution).

We would greatly appreciate your assistance in completing this survey and returning it to our consultants for the study, MGT of America, Inc., at the address listed below by **May 8, 2000**. If you have any specific questions regarding the survey, please contact the person below.

Dr. Mary McKeown-Moak  
Project Director  
MGT of America, Inc.  
502 East 11<sup>th</sup> Street, Suite 300  
Austin, TX 78701  
Phone: 512/476-4697  
Fax: 512/476-4699  
E-mail: [mmoak@mgtamer.com](mailto:mmoak@mgtamer.com)

Please direct more general questions regarding the overall study to:

Dr. Madlyn Hanes,  
Senior Advisor to the Chancellor  
Office of the Chancellor  
Board of Regents, University System of Georgia  
270 Washington Street, SW, Suite 7022A  
Atlanta, GA 30334-1450  
Phone: 404/656-2202  
Fax: 404/657-6979  
E-mail: [mhanes@mail.regents.peachnet.edu](mailto:mhanes@mail.regents.peachnet.edu)

As a small token of our appreciation for participating in the study, we will be pleased to provide you with a copy of the data set when it is complete. There is a place at the end of the survey where you can indicate your interest in receiving the final data set. Thank you for your help!!

A. Fall 1999 New Graduate/Professional Students

*Note: If Fall 1999 data are not available, please use Fall 1998 data (or most recent available) and indicate the appropriate year in the space provided. Also, indicate N/A if test is not relevant for your institution.*

7. Average GRE Composite Score for Fall 1999 (or Fall \_\_\_\_\_) for entering students \_\_\_\_\_
8. Average GMAT Composite Score for Fall 1999 (or Fall \_\_\_\_\_) for entering students \_\_\_\_\_
9. Average LSAT Composite Score for Fall 1999 (or Fall \_\_\_\_\_) for entering students \_\_\_\_\_
10. Average MCAT Composite Score for Fall 1999 (or Fall \_\_\_\_\_) for entering students \_\_\_\_\_
11. Average VAT Composite Score for Fall 1999 (or Fall \_\_\_\_\_) for entering students \_\_\_\_\_
12. Average DAT Composite Score for Fall 1999 (or Fall \_\_\_\_\_) for entering students \_\_\_\_\_

B. Student Follow-Up Studies

3. Does your institution regularly track students who complete a degree and/or certificate program at the institution?

- Yes – in all programs  
 Yes – in some programs  
 No

*If you answered “yes”, please continue with this section. If “no”, please go to Section E.*

2. Please indicate the percentage of all students graduating from a certificate or two-year associate degree occupational/vocational program at your institution during 1997-98 who were employed within a related field within 12 months of graduation: \_\_\_\_\_%
3. Please indicate the percentage of all students completing a certificate, associate, or bachelor's degree program in any area during 1997-98 who were employed within a related field or pursuing further education within 12 months of graduation: \_\_\_\_\_%
4. Please indicate the percentage of all students completing a master's degree program in any area during 1997-98 who were employed within a related field or pursuing further education within 12 months of graduation: \_\_\_\_\_%

*Note: If possible, we would appreciate receiving copies of the survey instruments used in these studies. Please attach with your response.*

5. Please indicate the average score of undergraduates from your institution on the following tests during the most recent available testing year:

e. GRE Composite: \_\_\_\_\_

f. MCAT Composite: \_\_\_\_\_

C. Faculty Instruction and Research Activities

1. Please provide the following information regarding your instructional programs in 1998-99:

c. Total number of instructional programs eligible to be accredited: \_\_\_\_\_

d. Total number of instructional programs that were fully accredited: \_\_\_\_\_

2. Total sponsored research expenditures at your institution in FY 1998-99: \_\_\_\_\_

3. Total unduplicated number of full-time tenured/tenure-track faculty with externally sponsored funding related to instruction, research, and/or service activities in 1998-99: \_\_\_\_\_

4. Total number of patents awarded to your institution in 1998-99: \_\_\_\_\_

5. Total 1998-99 income from patented inventions and products: \_\_\_\_\_

D. Public Service Activities

5. Please provide the following information on non-credit continuing education activities at your institution in 1998-99:

c. Total number of courses offered: \_\_\_\_\_

d. Total number of course enrollments: \_\_\_\_\_

6. Please indicate below all of the formal relationships between your institution and business or industry in 1998-99 (*check all that apply*):

i. Joint meetings or advisory panels \_\_\_\_\_

j. Equipment donated, loaned, or shared \_\_\_\_\_

k. Courses for business employees (credit or non-credit) \_\_\_\_\_

l. Partnerships for state and regional economic development \_\_\_\_\_

m. Financial support for research \_\_\_\_\_

n. Partnerships to assist K-12 schools \_\_\_\_\_

o. Scholarships or other student financial aid \_\_\_\_\_

p. Other \_\_\_\_\_

E. Customer Satisfaction Surveys

4. Does your institution conduct student satisfaction surveys on a regular basis?

Yes

No

*If yes, please provide us with a copy of your survey instrument(s) as well as your most recent results.*

5. Does your institution conduct alumni satisfaction surveys on a regular basis?

Yes

No

*If yes, please provide us with a copy of your survey instrument(s) as well as your most recent results.*

6. Does your institution conduct employer satisfaction surveys on a regular basis?

Yes

No

*If yes, please provide us with a copy of your survey instrument(s) as well as your most recent results.*

F. Private Support

3. Please indicate how much your institution actually received in private gifts (actual \$) in each of the past three fiscal years:

FY 1996-97 \_\_\_\_\_

FY 1997-98 \_\_\_\_\_

FY 1998-99 \_\_\_\_\_

4. Was your institution engaged in any special capital campaign or other fundraising effort during part or all of these three years?

Yes

No

G. Respondent Information

9. Respondent Name: \_\_\_\_\_
10. Respondent Institution: \_\_\_\_\_
11. Position/Title: \_\_\_\_\_
12. Office Phone Number: \_\_\_\_\_
13. Office Fax Number: \_\_\_\_\_
14. E-mail address: \_\_\_\_\_
15. Institution's webpage URL: \_\_\_\_\_
16. Please check below if you want to receive a copy of the final study data set
- Yes, I would like to receive a copy
- No, I don't want a copy.

***THANK YOU FOR YOUR ASSISTANCE WITH THIS STUDY!***