

Initial Invitation:

Favor for Assessment Committee: QR Survey With Raffle

Hi

I hope all is well and that you're having a great week. I was wondering if you'd be willing to help the Assessment Committee this semester with data collection for our general education outcome of quantitative reasoning. We need to get at least 1000 students from college level classes (not dev ed) to take a short 10 to 15 minute survey. This is really important for the college's continual work of assessment.

All we need from you is to give students the link in a couple of weeks, and encourage them to help the college out. They can complete it outside of class or during class, it's up to you. If you would like to offer extra credit, there's a confirmation page at the end that students can print or screenshot to show you as proof of completion. But that's of course optional and entirely up to you.

There will be a raffle for students and faculty alike, five \$20 Potbelly cards raffled for student volunteers, and two \$20 Potbelly cards raffled for faculty volunteering their classes.

If you're willing, all I need from you right now is to let me know which classes you're willing to give this survey to in a couple of weeks.

If you'd like to see the survey, here is a trial version just for faculty to try.

<https://goo.gl/forms/lzhulb19putOOhBr2>

If you're interested, I'll give you the real link in a couple of weeks. I look forward to hearing back. Thanks for your consideration!

Jeff

Thank You Email:

Thanks so much! You'll hear from me again in a couple weeks with the real link to give students.

Have a great week!

Jeff

Instructions Email:

Info on QR Assessment With Raffle

Hi ____

Thanks so much for being willing to help the Assessment Committee by sharing the Quantitative Reasoning Assessment with your students! You will be entered into a raffle for two \$20 Potbelly gift cards among volunteering faculty. Also your students will be entered into a separate raffle.

Below are two messages you can send out by email, Blackboard announcement, or another method, depending on whether or not you're giving extra credit. If you are giving extra credit, there is a confirmation page at the end of the survey for you to use for that purpose. Of course, feel free to modify either of those messages however you like.

If you could give a deadline for end of October to have this done, that would be really great. Feel free to let me know of any questions or concerns.

Jeff

Message Option #1 Giving Extra Credit:

Subject Line: Survey for Extra Credit and Potbelly Raffle!

Hi class,

The Harold Washington College Assessment Committee is collecting data on quantitative reasoning skills this semester and would like you to take a 10-15 minute survey involving some math problems. For participating you will be entered into a raffle for five \$20 Potbelly gift cards, and also I will award you ____ extra credit points for this class. If you do take it, show me the confirmation page at the end to get your extra credit, such as printed out, emailed as a screenshot, or picture taken on your phone. If you have already taken the survey for another class, please do not do it again, but rather just let me know and I will still give you the extra credit. This is not for a grade but simply for data collection, and your responses will be confidential. Please complete it by the end of October. If you are interested here is the link to the survey:

<https://goo.gl/forms/kFyyAfugTMjHJXho2>

Sincerely, ____

Message Option #2 Not Giving Extra Credit:

Subject Line: Survey for Potbelly Raffle!

Hi class,

The Harold Washington College Assessment Committee is collecting data on quantitative reasoning skills this semester and would like you to take a 10-15 minute survey involving some math problems. For participating you will be entered into a raffle for five \$20 Potbelly gift cards. If you have already taken the survey for another class, please do not take it again. This is not for a grade but simply for data collection, and your responses will be confidential. Please complete it by the end of October. If you are interested here is the link to the survey:

<https://goo.gl/forms/kFyyAfugTMjHJXho2>

Sincerely, _____

Message to All Faculty from Carrie:

Subject Line: QR Survey With Potbelly Raffle!

Hi esteemed colleagues,

The Assessment Committee needs your help to get 1000 students for this semester's data collection on the general education outcome of Quantitative Reasoning, and we are hoping you're willing to share a link for a 10 to 15 minute survey with your students. There are two potential draft messages below that you can simply copy and paste if you're willing. Students can complete it outside of class or during class, it's up to you. If you would like to offer extra credit, there's a confirmation page at the end that students can print or screenshot to show you as proof of completion. But that's of course optional and entirely up to you. This is only for college-level classes.

The data will be analyzed anonymously, though we collect student ID's in order to gather demographics data for the analysis. Your students will be entered into a raffle for five \$20 Potbelly gift cards for participating.

This is really important for the college's continual work of assessment and accreditation. Also, if you do give this link to your classes, email Jeffrey Swigart at jswigart@ccc.edu to be entered into a faculty raffle for two \$20 Potbelly gift cards. If you would like to see a faculty test version of the survey, Jeffrey can also help you with that. Faculty should not use the link below, as that's the student-only link.

Below are two messages you can send out by email, Blackboard announcement, or another method, depending on whether or not you're giving extra credit. If you are giving extra credit, there is a confirmation page at the end of the survey for you to use for that purpose. Of course, feel free to modify either of those messages however you like. We would like a deadline of November 17th if you're willing.

Feel free to let me or Jeffrey Swigart know any questions or concerns.

Carrie

Message Option #1 Giving Extra Credit:

Subject Line: Survey for Extra Credit and Potbelly Raffle!

Hi class,

The Harold Washington College Assessment Committee is collecting data on quantitative reasoning skills this semester and would like you to take a 10-15 minute survey involving some math problems. For participating you will be entered into a raffle for five \$20 Potbelly gift cards, and also I will award you ____ extra credit points for this class. If you do take it, show me the confirmation page at the end to get your extra credit, such as printed out, emailed as a screenshot, or picture taken on your phone. If you have already taken the survey for another class, please do not do it again, but rather just let me know and I will still give you the extra credit. This is not for a grade but simply for data collection, and your responses will be confidential. Please complete it by November 17th. If you are interested here is the link to the survey:

<https://goo.gl/forms/kFyyAfugTMjHJXho2>

Sincerely, ____

Message Option #2 Not Giving Extra Credit:

Subject Line: Survey for Potbelly Raffle!

Hi class,

The Harold Washington College Assessment Committee is collecting data on quantitative reasoning skills this semester and would like you to take a 10-15 minute survey involving some math problems. For participating you will be entered into a raffle for five \$20 Potbelly gift cards. If you have already taken the survey for another class, please do not take it again. This is not for a grade but simply for data collection, and your responses will be confidential. Please complete it by November 17th. If you are interested here is the link to the survey:

<https://goo.gl/forms/kFyyAfugTMjHJXho2>

Sincerely, ____