

WV GEAR UP Annual School Personnel Survey

To: West Virginia Higher Education Policy Commission

From: ICF International

Date: July 15, 2015

Subj: West Virginia GEAR UP Formative Memo – Year 1 School Personnel Survey

Disclaimer: This formative memo is being provided as a 30-day look-back on the collection and analysis of data under the contract between ICF International (ICF) and the West Virginia Higher Education Policy Commission to conduct the external evaluation of the West Virginia GEAR UP program. Responses to the Year 1 School Personnel Survey are organized in three appendices by primary role: Appendix A: Teachers, Appendix B: Administrators, and Appendix C: Counselors. Aggregate data summaries from surveys are included in Appendix D. Findings and conclusions will be expanded upon when presented in the Year 1 Annual Evaluation Report.

Background: The Year 1 WV GEAR UP School Personnel Survey and a detailed administration protocol were developed in collaboration with WV HEPC staff and WV GEAR UP regional program directors during the months of April and May 2015. Survey items were constructed using College-going culture elements from existing theoretical frameworks (O’Sullivan, 2013) and College Foundation West Virginia’s College-Going Culture Assessment tool. ICF International’s institutional review board (IRB) approved all study materials prior to data collection. All respondents were given the option to refuse or proceed with the survey upon entering the online portal to complete surveys.

Administration: The Year 1 WV GEAR UP School Personnel Survey was administered between May 20, 2015 and June 15, 2015 to all Grade 6 through Grade 12 teachers, counselors, administrators, and WV GEAR UP site coordinators employed in participating WV GEAR UP schools during the 2014-15 school year. All surveys were administered online. An online survey link was made available to respondents through the WVGEAR UP website. Detailed instructions about how to access the survey were provided to site coordinators both via email and in person. The survey link was later disseminated to respondents by site coordinators via email.

Response Rates: To access the survey, respondents were asked to enter their 9-digit WVEIS Employee ID provided by the West Virginia Department of Education (WVDE). This identifier was requested to assist the evaluation team in matching school personnel with school employee data provided by the WVDE in to help determine the response rate denominator to be used to calculate response rates for each school. The goal for this survey was to achieve a 60% response rate for teachers of grades 6-12. This level of response is considered sufficient to ensure the validity of school level inferences.

Note: The data necessary to calculate response rates are not yet available from WVDE. As a result, in this memo we report raw numbers of responses. These numbers are inclusive of all online surveys collected as of June 15, 2015. A subsequent update will be issued to include school level response rates when the necessary data become available from WVDE.