CCLASSS TOOLKIT

Student Survey Instrument





Ithaka S+R provides research and strategic guidance to help the academic and cultural communities serve the public good and navigate economic, demographic, and technological change. Ithaka S+R is part of ITHAKA, a not-for-profit organization that works to advance and preserve knowledge and to improve teaching and learning through the use of digital technologies. Artstor, JSTOR, and Portico are also part of ITHAKA.

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ITHAKA is interested in disseminating this brief as widely as possible. Please contact us with any questions about using the report: research@ithaka.org.

Through the Community College Libraries & Academic Support for Student Success (CCLASSS) project, we examined student goals, challenges, and needs from the perspective of the students themselves. The project's goal was to provide community colleges and their libraries with strategic intelligence on how to adapt their services to most effectively meet student needs. For a toolkit of resources related to this project, please see https://sr.ithaka.org/our-work/cclasss-toolkit.

This project was made possible in part by the Institute of Museum and Library Services RE-96-17-0113-17.



The Institute of Museum and Library Services is the primary source of federal support for the nation's libraries and museums. We advance, support, and empower America's museums, libraries, and related organizations through grantmaking, research, and policy development. Our vision is a nation where museums and libraries work together to transform the lives of individuals and communities. To learn more, visit www.imls.gov and follow us on Facebook and Twitter.

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Section I: Goals

Question 1: How important is it to you to achieve each of the following goals as a result of your experience at this college?

	Not at all important	Not too important	Somewhat important	Very important	Extremely important
Gaining knowledge about a specific subject, major, or career	0	0	0	•	O
Gaining general knowledge on many different topics	•	•	•	•	0
Building my resume with career- related experiences	•	•	•	•	0
Improving my ability to find sources of information on a range of topics	•	•	•	•	O
Having a specific GPA	•	•	•	•	O
Getting involved in organized extracurricular activities, such as clubs, sports, campus leadership or committees, etc.	•	0	0	•	0
Developing a professional network	•	•	•	•	O
Choosing a career or post- graduation plan	•	•	•	•	O
Collaborating on group projects or in teams with other students	•	•	•	•	O
Advancing in my current career	•	•	•	•	O
Transitioning into a new career field	0	•	•	•	O
Developing social skills	0	•	•	•	O
Being able to make more money	•	•	•	•	O
Transferring to another college or university	0	0	0	•	O

Section II: Challenges

Question 2: How easy or difficult are each of the following for you?

	Very difficult	Somewhat difficult	Neither easy nor difficult	Somewhat easy	Very easy	N/A (I am not currently doing this)
Time management	O	•	•	O	•	O
Balancing work and school responsibilities	O	•	•	•	•	O
Balancing family, household, and school responsibilities	O	•	0	•	•	O
Having reliable access to the Internet	•	•	•	•	•	O
Having reliable access to a computer, laptop, or other similar device	O	•	•	O	•	0
Getting textbooks and other course materials	•	•	•	•	•	O
Having enough money to pay for my courses	O	•	•	•	•	O
Having enough money to pay for my basic needs (e.g. housing, food, clothing, transportation)	•	•	•	•	•	O
Making childcare arrangements	O	•	•	O	•	O
Learning or improving mastery of English	O	O	O	•	•	O
Adjusting to a new community	O	•	•	O	•	O
Finding reliable transportation to get to class	O	•	•	•	•	O
Finding information and resources for navigating college	•	•	•	•	•	0

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	Very difficult	Somewhat difficult	Neither easy nor difficult	Somewhat easy	Very easy	N/A (I am not currently doing this)
Finding information and resources for completing coursework	•	•	•	•	•	0
Finding quiet space for completing coursework	•	•	•	•	•	O
Writing research papers for class	•	•	0	•	•	O
Getting help with completing assignments	•	•	•	•	•	0
Getting help from professors outside of class	•	•	•	•	•	O
Completing developmental or remedial courses	•	•	•	•	•	0
Completing required courses for my major and/or program	•	0	•	0	•	0



Section III: Service Concepts

On the following pages, you will be presented with a series of services that the college is currently offering or may consider offering. Please review each carefully and answer the questions that follow.

Please assume for each that there would be no additional cost associated with the service beyond what you already would pay for tuition and fees.

All respondents randomly received four out of eight of the service concepts.

Service Concept 1: Social Worker

Imagine that a social worker was readily available at your college to help you any time you needed personal assistance. Depending on your needs, they could assist you with finding housing, securing childcare, finding reliable transportation, seeking public assistance, and/or navigating other life challenges. The social worker would offer drop-in hours, and they would also be "on call" if you had a personal emergency during non-working hours.

Social Worker Question 1: How valuable would this service be for you?

- O Not at all valuable
- O Not too valuable
- O Somewhat valuable
- O Very valuable
- **O** Extremely valuable

The following questions within this service concept were only displayed to respondents who indicated that they found this service concept not too valuable, somewhat valuable, very valuable, or extremely valuable.



Social Worker Question 2: How often would you use this service
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\sim	TA 1	r	
	- 1	DΣ	/er

Once or twice a year

O Once or twice a semester or quarter

Once or twice a month

Once or twice a week

O More than twice a week

Social Worker Question 3: How valuable would it be for you to have help from a social worker at your college with each of the following?

	Not at all valuable	Not too valuable	Somewhat valuable	Very valuable	Extremely valuable
Finding housing	•	O	O	•	0
Navigating personal and family dynamics	•	•	•	•	0
Securing childcare	•	•	•	O	O
Finding reliable transportation	O	O	O	0	O
Seeking public assistance	•	•	•	•	O
Drop-in hours	•	•	•	O	O
On call availability during non- working hours	•	•	•	0	O



Social Worker Question 4: Would you be more likely or less likely to use this service if it were provided by each of the following at your college?

	Less Likely	Neither more nor less likely	More likely
Library	O	O	O
Tutoring center or writing center	O	O	0
Academic advising office	0	0	0
Student computer labs, IT helpdesk, or IT office	0	O	0
Financial aid office	•	0	•
Personal counseling office	•	•	•
Career or job placement office	•	0	•
Veterans center	•	•	•
Student life office (including student activities, student government, clubs, and organizations on campus)	•	•	•
One-stop center (i.e. location for multiple services including registration, financial aid, bursar, etc.)	•	0	•
Foreign / international student center	•	O	O
Disability services office	0	0	0
Other (please specify):	O	O	O

Service Concept 2: Loaning Tech

Imagine that there was a place at your college where you could access technology either to borrow for use outside class and at home, or use on-site with expert training and assistance. The equipment available might include options such as a 'one-touch studio' for recording video presentations, 3-D printers, large-format poster-size printers, virtual reality headsets, multimedia editing computers and software, digital audio/video recorders, laptops, tablets, chromebooks, scientific calculators, wi-fi hotspots, and black/white or color printers for on-site use and/or checkout.

Loaning Tech Question 1

How	valuable	would	this	service	be	for	you?

- O Not at all valuable
- O Not too valuable
- **O** Somewhat valuable
- **O** Very valuable
- O Extremely valuable

The following questions within this service concept were only displayed to respondents who indicated that they found this service concept not too valuable, somewhat valuable, very valuable, or extremely valuable.

Loaning Tech Question 2: How valuable would this service be for you for each of the following purposes?

	Not at all valuable	Not too valuable	Somewhat valuable	Very valuable	Extremely valuable
Academics/coursework	0	•	•	0	O
Career/professional	•	O	O	•	•
Personal	0	0	•	O	•



Loaning Tech Question 3: How valuable would it be for you to have access to each of the following technologies?

	Not at all valuable	Not too valuable	Somewhat valuable	Very valuable	Extremely valuable
'One-touch studio' for recording video presentations	O	•	•	O	O
3-D printers	0	•	•	•	O
Large-format poster-size printers	O	0	•	O	0
Virtual reality headsets	•	•	•	•	O
Multimedia editing computers and software	O	O	O	O	O
Digital audio/video recorders	O	•	•	O	O
Laptops	O	•	•	•	0
Tablets	•	•	•	•	O
Chromebooks	•	•	•	•	O
Scientific calculators	•	•	•	•	O
Wi-fi hotspots	•	•	•	•	O
Black/white or color printers	•	•	•	•	O
Other (please specify):	O	•	•	0	O



Loaning Tech Question 4: For approximately what length of time would you want to borrow or use each of the following technologies? [Contingent – if R answers "not too valuable" to "extremely valuable" to any options in the previous question, those options are pulled forward to this question]

	A few hours	A day	A week	A month	A semester
'One-touch studio' for recording video presentations	•	•	•	•	O
3-D printers	•	•	•	•	O
Large-format poster-size printers	0	•	•	•	0
Virtual reality headsets	•	0	0	•	•
Multimedia editing computers and software	O	O	O	O	C
Digital audio/video recorders	0	•	•	•	O
Laptops	•	•	•	•	O
Tablets	O	O	•	•	O
Chromebooks	•	•	•	•	O
Scientific calculators	•	•	•	•	o
Wi-fi hotspots	•	•	•	•	O
Black/white or color printers	•	•	•	•	•
Other (please specify):	0	•	•	•	0



Loaning Tech Question 5: Would you be more likely or less likely to use this service if it were provided by each of the following at your college?

	Less Likely	Neither more nor less likely	More likely
Library	O	O	O
Tutoring center or writing center	O	0	O
Academic advising office	0	O	O
Student computer labs, IT helpdesk, or IT office	0	0	O
Financial aid office	•	•	O
Personal counseling office	O	•	O
Career or job placement office	•	•	O
Veterans center	•	•	•
Student life office (including student activities, student government, clubs, and organizations on campus)	•	•	•
One-stop center (i.e. location for multiple services including registration, financial aid, bursar, etc.)	•	•	•
Foreign / international student center	•	•	O
Disability services office	•	0	O
Other (please specify):	0	O	O

Service Concept 3: Child Care

Imagine that there were an array of services at the college to accommodate students who have children of their own or are caregivers while you are attending class. These services might include designated spaces for families to study together, both regular and emergency childcare programs, and tutoring and other afterschool services for children.

Child Care Question 1: How valuable would this service be for you?

- O Not at all valuable
- O Not too valuable
- **O** Somewhat valuable
- O Very valuable
- O Extremely valuable

The following questions within this service concept were only displayed to respondents who indicated that they found this service concept not too valuable, somewhat valuable, very valuable, or extremely valuable.

Child Care Question 2: How valuable would this service be for you during the following days and times?

	Not at all valuable	Not too valuable	Somewhat valuable	Very valuable	Extremely valuable
Daytime	•	•	•	•	0
Evening	•	0	0	0	O
Weekends	•	•	•	•	0
Weekdays	O .	O	O	O	O



Child Care Question 3: How often would you use this service?
--

- O Never
- Once or twice a year
- O Once or twice a semester or quarter
- Once or twice a month
- Once or twice a week
- O More than twice a week

Child Care Question 4: How valuable would it be for you to have each of the following services described above?

	Not at all valuable	Not too valuable	Somewhat valuable	Very valuable	Extremely valuable
Designated space for families to study together	O	O	O	O	O
Regular childcare	O	•	O	O	•
Emergency childcare	•	O	•	•	•
Tutoring and other afterschool services for children	•	•	•	•	O



Child Care Question 5: Would you be more likely or less likely to use this service if it were provided by each of the following at your college?

	Less Likely	Neither more nor less likely	More likely
Library	0	0	O
Tutoring center or writing center	0	•	0
Academic advising office	0	•	O
Student computer labs, IT helpdesk, or IT office	0	0	O
Financial aid office	•	0	O
Personal counseling office	•	•	•
Career or job placement office	•	0	O
Veterans center	•	0	O
Student life office (including student activities, student government, clubs, and organizations on campus)	•	0	•
One-stop center (i.e. location for multiple services including registration, financial aid, bursar, etc.)	•	•	•
Foreign / international student center	0	O	0
Disability services office	0	O	•
Other (please specify):	0	0	O

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Service Concept 4: Community Advocacy

Imagine the college made available opportunities that would help you better develop your capacity as a member of your community and society. These could include one-time presentations by faculty, members of community groups, industry experts, or fellow students, and could take the form of workshops, ongoing discussion groups, informal meetups, or online resources. Rather than seek to educate you on particular political perspectives, the goal would be help you develop your own perspective and strategies for engagement, so you could participate on issues that are important to you as a citizen, an informed member of society, an activist, or whatever other role you choose to assume.

informed member of society, an activist, or whatever other role you choose to assume.
Community Advocacy Question 1: How valuable would this service be <u>for you</u> ?
O Not at all valuable
O Not too valuable
O Somewhat valuable
O Very valuable
O Extremely valuable
The following questions within this service concept were only displayed to respondents who indicated that they found this service concept not too valuable, somewhat valuable, very valuable, or extremely valuable.
Community Advocacy Question 2: How often would you use this service?
O Never
Once or twice a year
Once or twice a semester or quarter
Once or twice a month
O Once or twice a week
O More than twice a week



Community Advocacy Question 3: How valuable would it be for you to have each of the following aspects of the services described above?

	Not at all valuable	Not too valuable	Somewhat valuable	Very valuable	Extremely valuable
Presentations	0	0	O	0	O
Workshops	•	0	O	0	0
Discussion groups	O	O	•	O	•
Informal meetups	0	· ·	•	O	O
Online resources	•	O	•	•	•

Community Advocacy Question 4: How valuable would it be for you to have each of the following individuals or groups of individuals participate in these services?

	Not at all valuable	Not too valuable	Somewhat valuable	Very valuable	Extremely valuable
Faculty	0	0	0	0	O
Peers / fellow students	•	•	•	0	0
Community groups	•	•	•	•	O
Industry experts	O	•	•	O	O



Community Advocacy Question 5: Would you be more likely or less likely to participate in these services if they were provided by each of the following at your college?

	Less Likely	Neither more nor less likely	More likely
Library	O	O	O
Tutoring center or writing center	0	0	0
Academic advising office	0	•	O
Student computer labs, IT helpdesk, or IT office	0	0	0
Financial aid office	0	0	O
Personal counseling office	•	•	0
Career or job placement office	•	•	0
Veterans center	0	•	0
Student life office (including student activities, student government, clubs, and organizations on campus)	•	•	•
One-stop center (i.e. location for multiple services including registration, financial aid, bursar, etc.)	0	0	0
Foreign / international student center	0	O	0
Disability services office	0	0	0
Other (please specify):	O	O	O

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Service Concept 5: Privacy

Imagine that there was a workshop you could take about how to operate effectively and safely in today's digital world. This would include a practical guide on how to choose which digital services to use, how to encrypt sensitive communications, and how to delete your activity trail and presence. Each student would be guided in finding the right balance between using personalized services and the privacy interests that these services may minimize.

Privacy Question 1: How valuable would this service be <u>for you</u> ?
 Not at all valuable Not too valuable Somewhat valuable Very valuable Extremely valuable
The following questions within this service concept were only displayed to respondents who indicated that they found this service concept not too valuable, somewhat valuable, very valuable, or extremely valuable.
Privacy Question 2: How interested are you in attending this workshop?
 Not at all interested Not too interested Somewhat interested Very interested Extremely interested
Privacy Question 3: Would you be more interested in attending this workshop in person or online?
O In personO Online



Privacy Question 4: Would you be more likely or less likely to attend this workshop if it were provided by each of the following at your college?

	Less Likely	Neither more nor less likely	More likely
Library	0	0	0
Tutoring center or writing center	0	•	O
Academic advising office	0	•	0
Student computer labs, IT helpdesk, or IT office	0	0	0
Financial aid office	•	0	•
Personal counseling office	•	•	•
Career or job placement office	•	0	•
Veterans center	•	0	•
Student life office (including student activities, student government, clubs, and organizations on campus)	•	•	•
One-stop center (i.e. location for multiple services including registration, financial aid, bursar, etc.)	0	0	0
Foreign / international student center	0	O	O
Disability services office	0	O	•
Other (please specify):	0	0	0

Service Concept 6: Knowledge base

Imagine that the college offered a single point of contact for whenever you need help navigating any part of college including advising, registering for classes, applying for financial aid, securing personal counseling, and obtaining tutoring or other coursework assistance. This service would offer expertise in connecting you with the right college employee for assistance.

Knowledge Base Question 1: How valuable would this service be <u>for you</u> ?
O Not at all valuable
O Not too valuable
O Somewhat valuable
O Very valuable
O Extremely valuable
The following questions within this service concept were only displayed to respondents who indicated that they found this service concept not too valuable, somewhat valuable, very valuable, or extremely valuable.
Knowledge Base Question 2: How often would you use this service?
O Never

O Once or twice a semester or quarter

Once or twice a month Once or twice a week

Once or twice a year

O More than twice a week

Knowledge Base Question 3: How valuable would this service be for you in each of the following formats?

	Not at all valuable	Not too valuable	Somewhat valuable	Very valuable	Extremely valuable
Online chat	0	0	0	0	O
Email	O	0	O	O	O
In-person	O	•	O	O	•
Online database of pre-populated Q&A	O	O	o	o	O



Knowledge Base Question 4: Would you be more likely or less likely to use this service if it were provided by each of the following at your college?

	Less Likely	Neither more nor less likely	More likely
Library	0	0	0
Tutoring center or writing center	0	•	O
Academic advising office	0	•	0
Student computer labs, IT helpdesk, or IT office	0	0	0
Financial aid office	•	0	•
Personal counseling office	•	•	•
Career or job placement office	•	0	0
Veterans center	•	0	•
Student life office (including student activities, student government, clubs, and organizations on campus)	•	•	•
One-stop center (i.e. location for multiple services including registration, financial aid, bursar, etc.)	•	•	0
Foreign / international student center	0	O	O
Disability services office	0	O	•
Other (please specify):	0	0	0

Service Concept 7: Personal librarian

Imagine that a dedicated professional employed by the college would be available to help you find and use all kinds of content sources you might need for your coursework, including books and journals, in paper, and on the internet. This professional would provide help in person or via email, phone, or chat on any assignment.

Personal Librarian Question 1: How valuable would this service be <u>for you?</u>			
O	Not at all valuable		
O	Not too valuable		
\mathbf{O}	Somewhat valuable		
\bigcirc	Very valuable		

The following questions within this service concept were only displayed to respondents who indicated that they found this service concept not too valuable, somewhat valuable, very valuable, or extremely valuable.

Personal Librarian Question 2: How often would you use this service?

O	Never
\mathbf{O}	Once or twice a year
\mathbf{O}	Once or twice a semester or quarter
\mathbf{O}	Once or twice a month
\mathbf{O}	Once or twice a week
0	More than twice a week

O Extremely valuable

Personal Librarian Question 3: How valuable would this service be for you in each of the following formats?

	Not at all valuable	Not too valuable	Somewhat valuable	Very valuable	Extremely valuable
Online chat	•	0	•	•	O
Email	•	•	•	•	0
In-person	•	•	•	•	O
Phone	O	O	O	O	O



Personal Librarian Question 4: Would you be more likely or less likely to use this service if it were provided by each of the following at your college?

	Less Likely	Neither more nor less likely	More likely
Library	0	0	0
Tutoring center or writing center	0	•	O
Academic advising office	0	•	0
Student computer labs, IT helpdesk, or IT office	0	0	0
Financial aid office	•	0	•
Personal counseling office	•	•	•
Career or job placement office	•	0	•
Veterans center	•	0	•
Student life office (including student activities, student government, clubs, and organizations on campus)	•	•	•
One-stop center (i.e. location for multiple services including registration, financial aid, bursar, etc.)	•	•	0
Foreign / international student center	0	O	O
Disability services office	0	O	•
Other (please specify):	0	0	0

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Service Concept 8: Student showcase

Imagine that the college offered you and fellow students an opportunity to publicly display work from your classes, or to contribute personal and professional expertise developed outside of classes, through various displays, presentations, workshops, and more, either in person or virtually. You would have a space in which you could gather with other students to share your experience, expertise, and work, as well as learn from other students.

Stı	ident Showcase Question 1: How valuable would this service be <u>for you</u> ?
\mathbf{O}	Not at all valuable
O	Not too valuable
O	Somewhat valuable
\mathbf{O}	Very valuable
0	Extremely valuable
Th	e following questions within this service concept were only displayed to respondents
wh	o indicated that they found this service concept not too valuable, somewhat
val	luable, very valuable, or extremely valuable.
Stı	dent Showcase Question 2: How often would you use this service?
O	Never
O	Once or twice a year
\mathbf{O}	Once or twice a semester or quarter
\mathbf{O}	Once or twice a month
\mathbf{O}	Once or twice a week
O	More than twice a week
Stı	ident Showcase Question 3: Would you be more interested in using this service
	person or online?
\mathbf{O}	In person
\mathbf{O}	Online



Student Showcase Question 4: Would you be more likely or less likely to use this service if it were provided by each of the following at your college?

	Less Likely	Neither more nor less likely	More likely
Library	0	0	0
Tutoring center or writing center	0	•	O
Academic advising office	0	•	0
Student computer labs, IT helpdesk, or IT office	0	0	0
Financial aid office	•	0	•
Personal counseling office	•	•	•
Career or job placement office	•	0	•
Veterans center	•	0	•
Student life office (including student activities, student government, clubs, and organizations on campus)	•	•	•
One-stop center (i.e. location for multiple services including registration, financial aid, bursar, etc.)	•	•	0
Foreign / international student center	0	O	O
Disability services office	0	O	•
Other (please specify):	0	0	0

Demographic Questions

Demographic Question 1: Please select the type(s) of degree(s) and/or credentials you are currently pursuing [Multiple selections possible]

	Associate of Applied Arts / Associate in Applied Arts Scientific (such as slides,
	biological specimens, samples, etc.)
	Associate of Applied Sciences / Associate in Applied Sciences
	Associate of Arts / Associate in Arts
	Associate of Fine Arts / Associate in Fine Arts
	Associate of Sciences / Associate in Sciences
	Pre-college program (e.g. Adult Basic Education; ESL)
	Dual enrollment (e.g. high school / college)
	Career studies certificate (college credit)
	Workforce certificate (non-college credit)
	General Equivalency Development/Diploma (GED)
	Bachelor's degree
	Other (please specify)
	emographic Question 2: Are you currently enrolled as a full-time or part-time ident?
	Full-time Part-time
	emographic Question 3: Are you currently enrolled in one or more classes in- rson, online, or both?
O	In-person
	Online
0	Both in-person and online
	emographic Question 4: During what days and times are you currently enrolled classes? Please select all that apply [Multiple selections possible]
	Daytime
	Evening
	Weekdays
	Weekends
	N/A (all of my classes are online at an unspecified time)



	emographic Question 5: Please select all forms of employment that currently ply for you [Multiple selections possible]:
	A full-time job (on campus)
	A full-time job (off campus)
	A part-time job (on campus)
	A part-time job (off campus)
	emographic Question 6: Have you ever done any of the following? Please select that apply [Multiple selections possible]:
	Attended another college or university where I earned another degree and/or credential
	Attended another college or university where I did not earn another degree and/or credential
	Transferred credits from another college or university to my current college
	Considered transferring to another college or university without earning my current degree and/or credential
	Considered transferring to another college or university after earning my current degree and/or credential
De	emographic Question 7: What is your age?
De	emographic Question 8: With which gender identity do you most identify?
O	Woman Man I don't identify with either of these. I identify as:
O	emographic Question 9: Are you a parent or guardian of a dependent minor? Yes No
De	emographic Question 10: Were you born in the United States?
	Yes No



Demographic Question 11: Please select the population group or groups that you most closely identify with from the list below [Multiple selections possible]:
☐ American Indian or Alaska Native
□ Asian
☐ Native Hawaiian or Other Pacific Islander
☐ Black or African American
□ White
☐ Hispanic or Latino
□ Other
Demographic Question 12: Did one or more of your parents complete a college o university degree?
O Yes O No
Demographic Question 13: Are you currently serving on active duty or are you a veteran of the U.S. Armed Forces, National Guard, or Reserves?
O Yes O No
Demographic Question 14: Have you received or are you currently eligible for a Federal Pell Grant?
O Yes O No
O Don't know / Not sure