

Initial email

Subject: Participate in the North Central College Campus Climate Survey!

Dear [First Name provided by Qualtrics here]:

North Central College is requesting your feedback on a very important subject. The Diversity, Equity and Inclusion Task Force would like to know more about how current students, faculty, staff, and administrators perceive North Central College's climate and level of support for diversity, equity and inclusion. The Task Force would also like to know whether and how often campus members have experienced discrimination or harassment. I am writing now to ask you to participate in a survey about these issues.

We hope that all current students, faculty and staff will participate in this important survey, regardless of whether or not they have experienced discrimination or harassment. This survey is **voluntary** and your responses will be **completely anonymous**. We will use the results of this survey to inform and improve support, policies, and practices at North Central College. We **will not** use the information to investigate specific individuals or incidents.

Your participation and honest answers are crucial for the college to understand the experiences of our community members and initiate change. As a thank you, students who complete the survey before October 16 will be able to enter their name into a drawing to win a **\$100 Gift Card** for a local business. Students who complete the survey between October 16 and October 30 will be able to enter a drawing for a **\$25 Gift Card!**

Below is a link to the survey. It will take you about 15 minutes to complete. You may stop taking the survey at any time or choose not to answer particular questions.

This is a single-use link; please do not forward it to anyone else.

[Survey link provided by Qualtrics here]

We recommend that you take this survey in one sitting; however, if you must exit the survey, your responses on **previous** pages should be saved when you return. Your responses to questions on the page that you were on when you left the survey may or may not be saved.

If there is an incident of discrimination or harassment that you would like to report, please click [here](#) or contact Dr. Rebecca Gordon, Associate Vice President of Equity, Diversity and Inclusion at rgordon@noctrl.edu. This link will be available after you submit your survey as well. For more information on how your response will be kept anonymous, you may refer to this [information sheet](#).

If you have questions about this survey, you may contact Dorothy Pleas, Assistant Dean of Students and Director of Multicultural Affairs at djpleas@noctrl.edu, or Nicole Seidler, Research Analyst and Data Manager at the Higher Education Data Sharing Consortium, at nicole.seidler@hedsconsortium.org.

Thank you for providing your perspective on this critical issue and for sharing your experiences. We are committed to ensuring an inclusive, engaging, and supportive environment for our students, faculty and staff, and your participation in this survey will help us in our work to serve all members of the college community.

Sincerely,

[SIGNATURE]

North Central College is collaborating with the [Higher Education Data Sharing Consortium \(HEDS\)](#) to administer the HEDS Diversity and Equity Campus Climate Survey.

Reminder #1

Subject: Help make the North Central College campus more inclusive

Dear **[First Name provided by Qualtrics here]**:

Last week, we asked you to take a few minutes to complete a survey about our campus climate surrounding the issues of diversity and equity. You still have time to provide this valuable information and help North Central College improve for current and future members of our campus community.

Your participation and honest answers are crucial for the college to understand the experiences of our community members and initiate change. As a thank you, students who complete the survey before October 16 will be able to enter their name into a drawing to win a **\$100 Gift Card** for a local business. Students who complete the survey between October 16 and October 30 will be able to enter a drawing for a **\$25 Gift Card!**

Below is a link to the survey. It will take you about 15 minutes to complete. This survey is **voluntary** and your responses will be **completely anonymous**. You may stop taking the survey at any time or choose not to answer particular questions.

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[Survey link provided by Qualtrics here]

We recommend that you take this survey in one sitting; however, if you must exit the survey, your responses on **previous** pages should be saved when you return. Your responses to questions on the page that you were on when you left the survey may or may not be saved.

If there is an incident of discrimination or harassment that you would like to report, please click [here](#) or contact Dr. Rebecca Gordon, Associate Vice President of Equity, Diversity and Inclusion at rgordon@noctrl.edu. This link will be available after you submit your survey as well. For more information on how your response will be kept anonymous, you may refer to this [information sheet](#).

If you have questions about this survey, you may contact Dorothy Pleas, Assistant Dean of Students and Director of Multicultural Affairs at djpleas@noctrl.edu, or Nicole Seidler, Research Analyst and Data Manager at the Higher Education Data Sharing Consortium, at nicole.seidler@hedsconsortium.org.

Thank you for providing your perspective on this critical issue and for sharing your experiences.

[SIGNATURE]

[Institution Name] is collaborating with the [Higher Education Data Sharing Consortium \(HEDS\)](#) to administer the HEDS Diversity and Equity Campus Climate Survey

Reminder #2

Subject: Reminder: North Central College wants to hear from you

Dear [First Name provided by Qualtrics here]:

We recently asked you to participate in a survey about our campus climate for diversity, equity and inclusion. We would like to hear from all students, faculty, and staff, including those who have experienced discrimination or harassment and those who have not. We will use the results of this survey to inform and improve support, policies, and practices at North Central College. We **will not** use the information to investigate specific individuals or incidents.

Your participation and honest answers are crucial for the college to understand the experiences of our community members and initiate change. As a thank you, students who complete the survey before October 16 will be able to enter their name into a drawing to win a **\$100 Gift Card** for a local business. Students who complete the survey between October 16 and October 30 will be able to enter a drawing for a **\$25 Gift Card!**

Below is a link to the survey. It will take you about 15 minutes to complete. Your responses will be **completely anonymous**. You may stop taking the survey at any time or choose not to answer particular questions.

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[Survey link provided by Qualtrics here]

We recommend that you take this survey in one sitting; however, if you must exit the survey, your responses on **previous** pages should be saved when you return. Your responses to questions on the page that you were on when you left the survey may or may not be saved.

If there is an incident of discrimination or harassment that you would like to report, please click [here](#). This link will be available after you submit your survey as well. For more information on how your response will be kept anonymous, you may refer to this [information sheet](#).

If you have questions about this survey, you may contact Dorothy Pleas, Assistant Dean of Students and Director of Multicultural Affairs at djpleas@noctrl.edu, or Nicole Seidler, Research Analyst and Data Manager at the Higher Education Data Sharing Consortium, at nicole.seidler@hedsconsortium.org.

We appreciate your time.

Sincerely,

[SIGNATURE]

North Central College is collaborating with the [Higher Education Data Sharing Consortium \(HEDS\)](#) to administer the HEDS Diversity and Equity Campus Climate Survey.

Reminder #3:

Subject: Reminder: Last chance to participate in the North Central College Campus Climate Survey

Dear **[First Name provided by Qualtrics here]**:

There are just a few days left to tell us about the campus climate surrounding diversity and equity at North Central College. Please take a few minutes to share your perceptions and experiences with us so we can improve the College for all members of our campus community.

Your participation and honest answers are crucial for assessing these issues. As a thank you, students who complete the survey before October 16 will be able to enter their name into a drawing to win a **\$100 Gift Card** for a local business. Students who complete the survey between October 16 and October 30 will be able to enter a drawing for a **\$25 Gift Card!**

Below is a link to the survey. It will take you about 15 minutes to complete. This survey is **voluntary** and your responses will be **completely anonymous**. You may stop taking the survey at any time or choose not to answer particular questions.

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[Survey link provided by Qualtrics here]

We recommend that you take this survey in one sitting; however, if you must exit the survey, your responses on **previous** pages should be saved when you return. Your responses to questions on the page that you were on when you left the survey may or may not be saved.

If there is an incident of discrimination or harassment that you would like to report, please click [here](#). This link will be available after you submit your survey as well. For more information on how your response will be kept anonymous, you may refer to this [information sheet](#).

If you have questions about this survey, you may contact Dorothy Pleas, Assistant Dean of Students and Director of Multicultural Affairs at djpleas@noctrl.edu, or Nicole Seidler, Research Analyst and Data Manager at the Higher Education Data Sharing Consortium, at nicole.seidler@hedsconsortium.org.

We appreciate your time and thank you for your help.

Sincerely,

[SIGNATURE]

North Central College is collaborating with the [Higher Education Data Sharing Consortium \(HEDS\)](#) to administer the HEDS Diversity and Equity Campus Climate Survey.