

**MAINE COMMUNITY COLLEGE SYSTEM
PROCEDURES MANUAL**

**ACADEMIC AFFAIRS
Section 300.3**

SUBJECT: GRADUATE SURVEY REPORTING

PURPOSE: To establish the format, frequency, and definitions for reporting the results of the annual graduate surveys provided annually by the colleges.

The data described below is what the System Office expects to be reported from the colleges' Graduate Surveys each year by March 30 on the template provided. The colleges may choose to obtain more information than is listed for their own planning and management information.

Procedures for reporting on Report Form 300.3.1, *Graduate Survey Report*:

1. Target return rate of graduate surveys is 70% or greater.
2. The completed survey report is due to the System Office by March 30. Student surveys can be conducted by the college or with outside assistance, and colleges may choose their own survey administration methods (e.g., mail, online) and follow-up procedures.
3. Percent of Survey respondents is calculated on an *adjusted* rate of return, that is, mail returned as undeliverable will be deducted from the total number of surveys received.
4. The only data acceptable as "self-reported" is reported by the graduate or his/her immediate family.
5. The categories of graduate outcomes are mutually exclusive, with the objective of obtaining an *unduplicated* count of graduates who fit into *one* of the identified categories by report column:
 - A. Employed only—in a job related to his/her program of study (graduate is not currently continuing his/her education)
 - B. Employed only—in a job unrelated to his/her program of study (graduate is not currently continuing his/her education)
 - C. Employed (in a job related or unrelated to program of study) AND continuing education
 - E. Continuing education only—graduate is not currently employed

- F. Unemployed (AFW - available for work), not continuing education
Unemployed (NAFW - not available for work), not continuing education
6. Wage and Salary data; if both hourly and FT annual salary are reported, report both on F300.3.1:
- Hourly wages are reported for FT and PT work by graduates in a field related to the student's program of study (column H). Do not compute an hourly rate of pay if the graduate provides only annual salary data. "Mean" hourly salary is "average" hourly salary.
 - Annual Salary (column I) reflects full-time employment in the student's field of study. If the student reports annual salary, use this data in the report. If the student only reports hourly wage and no annual salary, the college may compute an annual salary by multiplying the hourly wage by 40 hours per week and 52 weeks per year. (Hourly wage x 40 x 52 = annual salary)
7. All data is reported both by program and in aggregate for the entire class.
8. The student success rate (column G) is calculated by adding columns and sub-columns of D and E (and dividing by total surveys received *minus* # NAFW).
9. In addition to the information above, colleges are asked to provide the following data for the entire group of graduates, not broken down by program:
- Number and % of graduates working in Maine
 - For students employed and continuing education AND graduates continuing education, list of the institutions in which students are enrolled.

REFERENCES:

DATE ADOPTED: June 23, 2009

DATE(S) AMENDED: January 26, 2010