



Approved 19 June 2019

GSA Policy on Annual Student Survey

Article I: Purpose, Scope, and Definition

- A. The GSA Annual Student Survey, hereafter referred to as the GSA Survey, is an annual survey of current graduate students in the Johns Hopkins University School of Medicine;
- B. The GSA Survey aims to quantitatively and qualitatively assess student concerns of the surveyed population. Topics covered include but are not limited to:
 - a. Finances,
 - b. Satisfaction,
 - c. Health,
 - d. Safety,
 - e. Workplace Environment;
- C. GSA Survey results are used to inform JHUSOM administration and the GSA Council of student concerns and issues currently affecting the student population. These results guide the creation of the GSA action items for the coming year.

Article II: Design and Distribution

- A. At a GSA meeting at least one month before the survey is to be distributed, one of the two student MA/PhD committee representatives will open a discussion to address issues to be covered in the GSA Survey. This is a time for the student body to bring up concerns and topics they would like to see covered. Responses will be considered in the initial draft;
- B. An initial draft of the GSA Survey shall be drafted by the two student MA/PhD members and the Vice President of Policy and Programming, or by a committee headed by the two student MA/PhD committee members and the Vice President of Policy and Programming;
- C. The preliminary draft of the GSA Survey will be distributed to the GSA Executive board members and discussed at a GSA Executive Board meeting prior to the official distribution of the survey. All questions will be discussed and modified accordingly. The MA/PhD committee student representatives and VP-Policy and Programming will then finalize their draft of the student survey. The final draft will be distributed to the GSA executive board before sending it out to the general student body;
- D. The finalized, approved student survey will be distributed, and student responses will be recorded and put into the database for one year. Responses are technically not anonymous, but the GSA will preserve your anonymity to the best of its ability;



- E. Measure to protect student privacy and confidentiality will include, but are not limited to: limiting access to the raw survey data to the two MA/PhD Committee Representatives and a member of the Office of Assessment and Evaluation, reporting data in aggregate, not distributing questions for which there are less than five datapoints, limiting sharing of free-response questions (and, when necessary, editing the responses to remove identifying information), and deleting the raw data from the survey distribution server after one year;
 - a. A copy of the analyzed survey results will be saved in a secure location and only accessible to the MA/PhD Committee representatives;
- F. It is the responsibility of the GSA executive board and the program representatives to remind the students to take the survey;
- G. The survey shall be open to students for a minimum of two weeks.

Article III: *Results*

- A. The two MA/PhD committee student representatives and the Vice President of Policy and Programming will be responsible for the analysis of the GSA survey responses;
- B. The two MA/PhD committee student representatives will present an overview of survey results to the MA/PhD committee;
- C. The survey results will be summarized in the Annual GSA Report, to be released no later than the end of the July following the survey;
- D. The GSA survey results will be communicated to the incoming GSA Executive Board during their initial training;
- E. Survey results will further be presented to the student body at either the August or September GSA meeting. After this meeting the presented data will be sent to the GSA council. The entirety of the results will available upon requested.

Article IV: *Action Items*

- A. The incoming GSA Executive Board will draft a preliminary set of Action Items no later than the August Executive Board meeting;
 - a. Action items are specific recommendations, such as workshops and policies that are intended to improve the graduate student experience at Johns Hopkins School of Medicine;
 - b. Included in the discussion will be the GSA Executive Board and the two MA/PhD committee student representatives at the discretion of the President,
 - c. Discussion items will be recorded and considered at the executive board meeting at which action items are created;
- B. The preliminary Action Items will be presented at the GSA General Body Meeting following the conclusion of the GSA Survey presentation per Article III.E;



- a. There will be an open discussion time where students can put forth suggestions for action items based on areas for improvement identified through the survey:
- C. The final Action Items list should be compiled at the following GSA Executive Board Meeting;
- D. The final Action Items shall be presented to the GSA Council at the following GSA General Body Meeting. They shall be voted upon for their approval by the GSA Council;
- E. Once approved these Action Items should be distributed to the following parties:
 - a. The JHUSOM Graduate Student Body,
 - b. The Associate Dean for Graduate Biomedical Education,
 - c. The MA/PhD Committee,
 - d. Student Committee representatives as applicable,
 - e. Other stakeholders with vested interests.