

**UO Internal Communication Survey
Ci3 Instrument**

cati on

Q:OPEN

T:

this is the start of the data input process

PRESS 1

T:14

this is the start of the data input process

PRESS 1

I:

key 1

Q:INTNUM

T:

PLEASE INPUT YOUR INTERVIEWER NUMBER

I:

num 1 20 2 0 6 8

Q:SURNUM

T:

PLEASE INPUT THE SURVEY NUMBER

I:

num 1 4000 4 0 8 8

Q:IMPORT

T:

1. How important is it to you, as an employee of the University, that information on campus-related issues be shared regularly among University employees (faculty, staff, administrators, management service, GTFs)? Is it very important, somewhat important, not very important, or not at all important to you?

1. Very important
2. Somewhat important
3. Not very important
4. Not at all important
8. Don't know
9. No answer

I:

key 1-4, 8,9
qal noqal

Q:QUANT

T:

2. Overall, how satisfied are you with the quantity of information you receive about campus-related issues?

1. Very satisfied
2. Somewhat satisfied
3. Somewhat dissatisfied
4. Very dissatisfied
8. Don't know
9. No answer

I:

key 1-4, 8,9

Q:QUAL

T:

3. Overall, how satisfied are you with the quality of information you receive about campus-related issues?

1. Very satisfied
2. Somewhat satisfied
3. Somewhat dissatisfied
4. Very dissatisfied
8. Don't know
9. No answer

I:

key 1-4, 8,9

Q:NEED

T:

4. Do you receive the information you need about things going on at the University (such as changes in policy and programs)?

1. Yes
 2. Yes, usually
 3. No, not usually
 4. No
 8. Don't know
 9. No answer
- NOTE: IF MULTIPLE BOXES MARKED,
CODE THE EVEN CODE NUMBER

I:

key 1-4, 8,9

Q:AMT1

T:

5. Would you prefer to receive more information about campus-related issues, less, or about the same?

3. More
1. Less
2. About the same
8. Don't know
9. No answer

I:
key 1-3, 8,9

Q:PRES

T:

6. How much of the campus-wide letters sent out by the University President and Provost do you read?

1. All
2. Most
3. Some
4. None
8. Don't know
9. No answer

I:
key 1-4, 8,9

Q:AMT2

T:

7. How many pieces of campus mail do you estimate you received last week, including general memos and announcements, as well as personally-addressed campus mail for your job and for you?

- 0 NONE
 - 1 1-9 PIECES
 - 2 10-19 PIECES
 - 3 20-29 PIECES
 - 4 30-39 PIECES
 - 5 40-49 PIECES
 - 6 50-59 PIECES
 - 7 60-69 PIECES
 - 8 70 OR MORE
 - 9 DONT KNOW
- NOTE: IF MULTIPLE ANSWERS MARKED,
CODE EVEN NUMBER.

I:
key 0-9

Q:THROW

T:

8. Overall, how much university mail do you throw away unexamined in a typical week---all, most, some, or none?

1. All
2. Most
3. Some
4. None
8. Don't know
9. No answer

I:
key 1-4, 8,9

Q:PUB

T:

9. Would you prefer receiving most information on campus-related issues in a condensed publication designed for

University employees?

1. Yes
2. Not sure
3. No ---->GO TO Q10
8. Don't know
9. No answer

I:

key 1-3, 8,9

if (key = 3)

skipto puboft

endif

Q:APUBTYP

T:

9a. What type of publication would you read most often?

1. Newsletter
2. Newspaper
3. E-mail or GOPHER
4. Other (PLEASE SPECIFY)
5. BOTH NEWSLETTER AND E-MAIL CHECKED
8. Don't know
9. No answer

I:

key 1-5, 8,9

Q:PUBOFT

T:

10. If a publication was offered, how often would you prefer to receive it?

1. Once per term
2. Every other month
3. Monthly
4. Weekly
5. Twice per week
6. Daily
7. Other (PLEASE SPECIFY) _____
8. Don't know
9. No answer

I:

key 1-9

Q:PUBPLA

T:

11. What one place would you most prefer to receive a publication?

1. Own mailbox
2. Shared mailbox
3. E-mail direct to me
4. Electronic bulletin boards, Gopher, etc.)
5. Paper postings on bulletin boards in public places
6. Piles left in my department or work area

- 7. Piles left in other public places
- 8. Home or post office box
- 9. Don't care
- 10. Other (PLEASE SPECIFY) _____
- 11. BOTH 1) OWN MAILBOX AND 3) E-MAIL CHECKED
- 12. MORE THAN ONE CATEGORY CHECKED, OTHER THAN CODE 11

I:

num 0 12 2 0 18 8

Q:Pubgen

T:

12. What information would interest you in a publication?

a. General interest articles

1 CHECKED
0 UNCHECKED

I:

key 0,1

Q:PUBBAC

T:

b. Background information on major policy issues

1 CHECKED
0 UNCHECKED

I:

key 0,1

Q:PUBREP

T:

c. Reports of major tasks forces, committees

1 CHECKED
0 UNCHECKED

I:

key 0,1

Q:PUBANN1

T:

d. Announcements of emp-related policy changes

1 CHECKED
0 UNCHECKED

I:

key 0,1

Q:PUBANN2

T:

e. Announcements of academic policy changes

1 CHECKED
0 UNCHECKED

I:
key 0,1

Q:COLPRES

T:

f. Semi-regular columns from:

1. UO President

1 CHECKED
0 UNCHECKED

I:
key 0,1

Q:COLPROV

T:

Semi regular column from:

2. UO Provost

1 CHECKED
0 UNCHECKED

I:
key 0,1

Q:COLSEN

T:

Semi regular column from:

3. UO Senate President

1 CHECKED
0 UNCHECKED

I:
key 0,1

Q:COLASUO

T:

Semi regular column from:

4. ASUO President

1 CHECKED
0 UNCHECKED

I:
key 0,1

Q:COLGTFF

T:

Semi regular column from:

5. GTFF President

1 CHECKED
0 UNCHECKED

I:
key 0,1

Q:COLOPEU

T:

Semi regular column from:

6. OPEU President

1 CHECKED
0 UNCHECKED

I:
key 0,1

Q:COLATHL

T:

Semi regular column from:

7. Athletic Director

1 CHECKED
0 UNCHECKED

I:
key 0,1

Q:COLOTHA

T:

Semi regular column from:

8. Other administrators

1 CHECKED
0 UNCHECKED

I:
key 0,1

Q:COLOTHR

T:

Semi regular column from:

ENTER 000 FOR UNCHECKED

9. Other (PLEASE SPECIFY)

I:
opn 7 5 12 70 m n

Q:PUBINT

T:

g. Interviews with key people on key issues

1 CHECKED
0 UNCHECKED

I:
key 0,1

Q:OPED

T:

h. Editorials/opinion

1 CHECKED
0 UNCHECKED

I:
key 0,1

Q:LETT

T:

i. Letters

1 CHECKED
0 UNCHECKED

I:
key 0,1

Q:PROF

T:

j. Profiles of faculty

1 CHECKED
0 UNCHECKED

I:
key 0,1

Q:PROS

T:

k. Profiles of staff

1 CHECKED
0 UNCHECKED

I:
key 0,1

Q:DEPT

T:

l. Department reports

1 CHECKED
0 UNCHECKED

I:
key 0,1

Q:CAL

T:

m. Calendar of university events

1 CHECKED
0 UNCHECKED

I:
key 0,1

Q:ADS

T:

n. Classified ads

1 CHECKED
0 UNCHECKED

I:
key 0,1

Q:BB

T:
o. Bulletin board for public announcements

1 CHECKED
0 UNCHECKED

I:
key 0,1

Q:DESC

T:
p. Descriptions of seminars/workshops

1 CHECKED
0 UNCHECKED

I:
key 0,1

Q:PHOT

T:
q. Photos

1 CHECKED
0 UNCHECKED

I:
key 0,1

Q:KUDO

T:
r. Recognitions/kudos

1 CHECKED
0 UNCHECKED

I:
key 0,1

Q:HEAL

T:
s. Health, wellness, safety

1 CHECKED
0 UNCHECKED

I:
key 0,1

Q:OTH1

T:
t. Other (PLEASE SPECIFY) _____

TYPE 0 FOR NO ANSWER OR TYPE EXACT RESPONSE BELOW

I:

opn 8 5 12 70 m n

Q:RADIO

T:

13. If campus-related information for U of O employees, such as that listed above, was produced on a regular radio program, how often would you listen?

1. Always
2. Often
3. Sometimes
4. Rarely
5. Never
8. Don't know
9. No answer

I:

key 1-5, 8,9

Q:TV

T:

14. What about television? If campus-related information for U of O employees was produced on a regular cable television program, how often would you watch?

1. Always
2. Often
3. Sometimes
4. Rarely
5. Never
8. Don't know
9. No answer

I:

key 1-5, 8,9

Q:DISCUS

T:

15. How often are there things that you would like to discuss directly with the President, Provost, deans, or other university administrators?

1. Often
2. Sometimes
3. Rarely
4. Never
8. Don't know
9. No answer

I:

key 1-5, 8,9

Q:INVITE

T:

16. If you were invited, would you participate in small

discussion groups with administrators?

1. Yes
2. No
3. It depends
8. Don't know
9. No answer

I:

key 1-3, 8,9

Q:MEETAD1

T:

17. Would you prefer to meet with administrators during the work day, the lunch hour, evenings, or weekends?

0 UNCHECKED
1 WORK DAY

I:

key 0, 1

Q:MEETAD2

T:

17. Would you prefer to meet with administrators during the work day, the lunch hour, evenings, or weekends?

0 UNCHECKED
1 LUNCH HOUR

I:

key 0, 1

Q:MEETAD3

T:

17. Would you prefer to meet with administrators during the work day, the lunch hour, evenings, or weekends?

0 UNCHECKED
1 EVENINGS

I:

key 0, 1

Q:MEETAD4

T:

17. Would you prefer to meet with administrators during the work day, the lunch hour, evenings, or weekends?

0 UNCHECKED
1 WEEKENDS

I:
key 0, 1

Q:MEETAD5

T:

17. Would you prefer to meet with administrators during the work day, the lunch hour, evenings, or weekends?

- 0 UNCHECKED
- 1 OTHER

I:
key 0, 1

Q:IFMEET

T:

18. If meetings were held during the workday, how difficult would it be for you to get away from your job for 2 hours?

- 1 VERY DIFFICULT
- 2 SOMEWHAT DIFFICULT
- 3 NOT VERY DIFFICULT
- 4 NOT AT ALL DIFFICULT
- 8 DONT KNOW
- 9 NO ANSWER

I:
key 1-5, 8,9

Q:ODE

T:

19. Thinking back over this academic year, how often have you read the Oregon Daily Emerald?

- 0. Never
- 1. Less than once per month
- 2. Once each month
- 3. A few times per month
- 4. Once each week
- 5. A few times per week
- 6. Every day
- 8. Don't know
- 9. No answer

I:
key 0-6, 8,9

Q:OTHPAP

T:

20. How often do you read other student newspapers, such as the Insurgent and Commentator, in the past academic year?

- 0. Never
- 1. Less than once per month

2. Once each month
3. A few times per month
4. Once each week
5. A few times per week
6. Every day
8. Don't know
9. No answer

I:
key 0-6, 8,9

Q:DEPT1

T:
21. Which department or unit are you affiliated with?

I:
opn 5 5 5 70 m n

Q:EMAIL

T:
22. Do you have your own e-mail account?
1. Yes
2. No ----->
8. Don't know
9. No answer

I:
key 1-2, 8,9
if (key > 1)
skipto jobtyp
endif

Q:EOFT

T:
22a. How often do you use e-mail?
7. SEVERAL OR MANY TIMES EACH DAY/CONTINUOUSLY
6. DAILY, ONCE PER DAY
5. SEVERAL TIMES PER WEEK, TWO+ TIMES PER WEEK
4. "OFTEN", "FREQUENTLY", "A LOT"
3. WEEKLY, ONCE PER WEEK
2. "SELDOM", LESS THAN ONCE PER WEEK, "RARELY"
1. NEVER, VIRTUALLY NEVER

ENTER ANSWER BELOW 8 DONT KNOW
9 NO ANSWER

I:
KEY 1-9

Q:EPLA

T:
22b. Do you use e-mail from campus, from home, or both?
1. Campus
2. Home

3. Both

- 8. Don't know
- 9. No answer

I:
key 1-3, 8,9

Q:JOBTYP

T:

23. Are you employed as a/an...

- 1. Faculty member
- 2. Officer of Administration
- 3. Management Service
- 4. GTF
- 5. Classified Staff
- 6. Other

NOTE: IF BOTH 1 AND 2 ARE CHECKED,
CODE 2.

- 8. Don't know
- 9. No answer

I:
key 1-6, 8,9

Q:JOBMON

T:

24. How years and months have you been employed at the University (altogether)?

CONVERT TO MONTHS, 001-500
999 NOT ANSWERED

I:
num 0 999 3 0 8 9

Q:PARTOF

T:

25. Do you feel part of the University community?

- 1. Yes
- 2. No
- 3. IF VOLUNTEERED: A QUALIFIED "YES"

- 8. Don't know
- 9. No answer

I:
key 1-3, 8,9
cpl
dispos = 15

Q:COMMEN

T:

ENTER 0 NO COMMENTS
OR TYPE EXACT COMMENTS BELOW

I:
opn 8 5 20 70 m n
endquest

Q:NOQAL

T:

dummy qal look

I:

key

ctrlend