



2016 Core Survey User's Manual Illinois Consortium

The
LARGEST
Alcohol and
Other Drug
DATABASE



WELCOME TO CORE INSTITUTE

SIU SOUTHERN ILLINOIS UNIVERSITY
CORE INSTITUTE
CARBONDALE

The

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The Core Institute is the largest national Alcohol and Other Drug (AOD) database about college student's drinking and drug use in the country. We offer a comprehensive range of cost-effective surveys that measure risky behaviors.

The Core surveys are easy to use and will help any institution understand the drinking and drug norms of their college campus. Our surveys are the center piece for effective and data-driven interventions that address academic success and retention of today's college student

- Benchmarking to national, regional, and state data; as well as to peer institutions.
 - Customizable surveys that fit your institution's unique needs in both web-based and paper formats.
 - Low cost option to fit any institution's budget.
 - Formattable front and back page to add your institution's privacy and informed consent pages, as well as the ability to offer incentives.
 - Knowledgeable researchers that will guide you through the survey process.
 - Standardized data reporting that is useful and easy to understand.
- All data reports are archived and can be accessed at later dates if necessary (some fees may apply).

The Core institute is a small five-person department within the Southern Illinois University Carbondale Student Health Center that began as a federally funded service to one that operates on a cost recovery basis. Our focus continues to be supporting sound quantitative assessments that inform and direct student life programming efforts for the benefit of students' health and welfare across the nation. To date, we have the largest database on alcohol and other drug use at post-secondary educational institutions.

The standard surveys offered by the Core Institute quantify and document college students' attitudes, perceptions, and opinions about alcohol and drugs. The surveys also measure behaviors of actual AOD use and consequences of use. The target audiences of the products and services offered by the Core project are college presidents, administrators, counselors, and others involved in student life and the quality of the college campus environment.

We assist clients with all aspects of data collection. We typically begin the process with survey design, IRB approval, and methodology. The next step is data compilation which can be paper-based or web-based. Finally, the results of the clients' research efforts are provided in various formats depending on the individual institution's level of expertise or grant/contract requirements.

Our custom services allow institutions with unique requirements or assessment focus to receive the same cost effective options as originally made available to FIPSE grant recipients. These services also allow us the flexibility to remain relevant as the challenges of student life programming change over the years.



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Is your **Alcohol** **Prevention Strategy** having an **IMPACT?**

Benefits

Our wide variety of low cost products and services can help you easily and clearly answer this question, which will allow you to readily diagnose areas that need improvement.

Information gathered by our evaluation tools will:

- Uncover alcohol and other drug use rates on your campus.
- Assess perceptions, beliefs, and attitudes of your students.
- Identify which environmental factors are most influential.
- Compare your results against established benchmarks.
- Determine areas that should be maintained or improved.
- Monitor the results of changes made to the program design.
Meet grant requirements for evaluation.



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Illinois Higher Education Center Core 2016 Implementation Guidelines

Purpose

This survey is to determine the current incidence and prevalence of alcohol and other drug use on Illinois 2 and 4-year college campuses. Furthermore, students' perception of others' use; perceptions of risk related to use; beliefs regarding use; negative consequences associated with use; experiences of secondhand effects of others' use; experiences of physical and sexual violence; and the relationship of alcohol and other drug use to campus climate issues will, also, be examined.

Background

The Core Alcohol and Drug Survey was administered on a statewide basis in the spring semesters of 2006, 2010, 2012 and 2014. During our 2012 administration, approximately 12,600 students at 23 Illinois institutions of higher education (16 four-year institutions and 7 two-year institutions) participated in the administration. A copy of the survey results, *Alcohol Consumption among College Students in Illinois: 2012 Core Results and Analysis*, is included in this packet for your review. It is also available on our website, <http://eiu.edu/ihec/>, on the Home Page and under the Illinois Core tab.

Benefits

Illinois Higher Education Center (IHEC) will agree to pay for a large majority of the costs of administering the survey on your campus, should you agree to certain terms.

- You may already be using the Core Survey on your campus, so communicating with the responsible staff will be important in terms of timing.
- Only statewide, aggregate data will be made public. The names of participating schools will not be released. Your individual institution's data will be confidential and sent only to your designated campus representative at the end of the collection period.
- By implied consent, data from your school will be aggregated for an Illinois report. This statewide data will be released to the IHEC for reporting purposes.
- Conducting needs assessment will help target prevention resources and make programming efforts justifiable, fundable and measurable.
- Data can also assist in defining the nature and extent of the campus alcohol and other drug problem and in identifying high-risk groups within the campus.

Implementation

The goal for both Department of Human Services and the Illinois Higher Education Center is to have over 40 institutions and over 15,000 students participate in this coming spring's administration. Institutional results can be used to provide data for the federally mandated Safe and Drug Free Campuses Biennial Review, for campus needs assessment, program development, and grant writing needs. The aggregate Illinois data is used to help both the Department of Human Services and IHEC in fund seeking, program development, resource allocation and assessment.



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Illinois Higher Education Center Core 2016 Administration Requirements

Through funding from the Illinois Department of Human Services, the Illinois Higher Education Center will pay for the majority of expenses your campus will incur for this data collection **as long as your institution is willing to:**

- Undergo and complete the Institutional Data and/or Institutional Review Board requirements of your institution
- Provide the Core Institute and the Illinois Higher Education Center with permission to include your data within the Illinois consortium (Illinois consortium data is provided in aggregate; your campus will not be individually identified)
- Register your institution to receive the Core Survey no later than December 22nd, 2016.
- Administer the Core Survey on your campus between February 1, 2016 and April 30, 2016.
- Submit all surveys to the Core Institute no later than May 1, 2016.

What IHEC Will Fund

To conduct this survey, many campuses may spend \$500 - \$1500. The Illinois Higher Education Center **will agree** to pay for the following costs of survey administration:

- Either paper or electronic surveys of the Core Long Form Survey, Version 2.
- Scoring of up to 2000 paper or electronic surveys per institution, and processed by the Core Institute.
- A front page and back page attachment, if electronic administration is elected.
- A copy of the Executive Summary Report of your institution's data.
- Shipping and handling of completed reports and data disk to your institution.
- Technical assistance will be provided by IHEC staff to answer questions regarding survey implementation.

What IHEC Will Not Fund

While we wish that we could provide more, we must limit our costs in order to allow more institutions to participate.

Therefore, the Illinois Higher Education Center **will not** pay for the following costs:

- Costs of pre-notification e-mails sent to your students through the Core.
- Costs of pre-notification mailings sent to your students through campus or US Mail.
- Costs of copying informed consent forms.
- Costs of promotion and marketing.
- Costs of incentives used to enhance survey response.



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Illinois Higher Education Center 2016 Core Recruitment Tips

Get Ready:

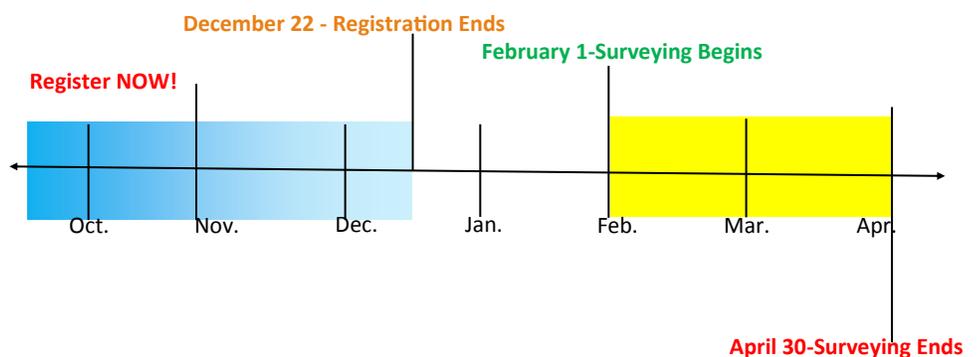
- ✓ Determine who will be the best liaison to understand, report, and discuss the survey.
- ✓ Register for survey at www.eiu.edu/ihec
- ✓ Determine who will administer the survey.
- ✓ Download documents to share with school personnel.
- ✓ Decide when to administer the survey to your students.
- ✓ Review IHEC website or contact IHEC assistant director with any remaining questions or concerns.
- ✓ Join IHEC mailing list to stay current with events, trainings, and meetings.

GET SET...

- ✓ Surveys are available in online or paper format.
- ✓ Determine incentive, if providing one.
- ✓ Notify students of upcoming survey.

GO!

- ✓ Deliver surveys between February 1 and April 30, 2016.
- ✓ Submit all surveys to Core Institute by May 1, 2016.



Core Survey Checklist

For IHEC Participants

○ Decide on paper or web administrations. Paper will yield high response rates, but requires lots of work to access the classes and collect the surveys. Web has low 10% response rate often biased towards female responders, but is easy to administer. Bias can be statistically controlled through weighting.

○ Contact IHEC by Dec 22, 2015 to register for the Survey.

○ Submit for Human Subject or Institutional Review Board approval or a letter of approval from the administration of your institution (Vice-Chancellor or Dean). See IRB information sheet.

Paper

- Gain support for the study from the Administration. See sample letter.
- Determine sample population (work with Registrar's Office).
- Gain access to the classes through Administration, Deans, Department Heads, etc.
- Order surveys from the Core Institute. Be sure to mention IHEC which is paying for up to 2,000 including the scanning.
- Prepare Proctor Packets with envelopes, instructions, surveys and pencils. See sample Proctor sheet.
- Recruit and train dependable team of Proctors. Avoid using professors or teaching assistants.
- Generate schedule for administration of surveys.
- Collect surveys
- Consider offering a quick response team in lieu of class cancellations. Advertise this directly with the class instructors.
- Mail surveys back with Demographics sheet

Web

- Determine how you will promote the survey through media, fliers, announcements, promotions, etc.
- Determine how you will invite the students to take the survey. Typically via email, but computer labs, in-class requirements, postcards, or pizza parties with laptops can also work.
- If emailing, obtain list of all students emails or a randomly selected sample from the Registrar's Office
- Determine if you need to track individual completions. We do not recommend it but can help if you are planning a high dollar incentive or lots of reminder emails (\$100).
- Contact Core Institute with specific requirements for emailing, front page, back page or additional questions (1 month prior to start date).
 - Emailing: The Core Institute can email your students for you at a fee.
 - Front page: Greeting page can be modified if required by IRB.
 - Back page: Finish page can be modified with incentive information.
 - Additional questions can be added. IHEC will provide limited support.
- Invite students to take the survey
- Track completions
- Send reminders