

Washington Basic Needs Survey: Institutional Participation Agreement 2022

Purpose

The purpose of this Participation Agreement is to provide a common understanding of the Washington Basic Needs Survey and outline the responsibilities of participating institutions for implementation in Fall 2022.

Background

Unmet basic needs represent an increasing barrier to students' success and Washington's state goal of 70% postsecondary education attainment. [Recent research](#) shows that basic needs barriers are exacerbated by our current economic and public health crises, and are impacting an expanded population of students, particularly low-income students and students of color. Washington has made some strides in recent years toward increasing awareness and state support of students' basic needs but has lacked state and regional information to drive larger-scale policies, programs and investments to address the attainment barriers of basic needs insecurity.

State and regional data on unmet basic needs of postsecondary students can help Washington more effectively tackle basic needs barriers to postsecondary attainment by:

- Increasing awareness of the true scale of basic needs insecurity, particularly in communities and education sectors where it may be "invisible" or counter to popular perception.
- Pointing to disparate impacts in particular student populations through the lenses of student status, race/ethnicity, veteran or employment status, etc.
- Serving as an advocacy tool for data-driven solutions on campus, regional and state levels.

To address this information gap, a statewide [Basic Needs Data Work Group](#) in 2021 developed the Washington Basic Needs Survey¹ and created an implementation plan for Fall 2022 that builds on current campus assessment efforts as well as national best practices. Six institutions (both community college districts and universities) piloted the survey in the 2021-2022 school year. Their recommendations, as well as recommendations from institutional research/institutional effectiveness leaders and student leaders, have informed the current survey and the Fall 2022 Survey Implementation plan.

The Washington Basic Needs Survey is an **anonymous, census-level** survey that is free for participating institutions. It includes 30 items or less with both basic needs and demographic questions, and will take 10 minutes for students to complete.

This effort to gather state-level data from all Washington institutions across sectors is a first-in-the-nation opportunity for Washington and is currently only planned for Fall 2022. In addition to contributing to state-level data in Fall 2022, participating institutions can request the full survey data set in January to explore institutional and regional insights. Participating institutions are free to use this survey for future institutional or regional basic needs assessment.

See Appendix A: Attached document *WSES Full Instrument Appendix A*

Roles and Responsibilities

The Washington Basic Needs Survey implementation plan includes three main partners: Participating institutions that will field the survey; the Survey Research Partner Institution, which will provide the survey link to institutions, collect and analyze the data, and complete the state-level report; and WSAC, which will provide project management and support.

Participating Institutions

Each participating institution will:

1. **Provide an institution point of contact** who will connect with the Survey Research Partner Institution and WSAC. Institutions can also provide campus contact information on basic needs support that can be included in the survey for students responding from their institution.
2. **Field the census-level survey** to all students enrolled in a program of study during Fall 2022 term, assuring any institutional IRB requirements are met.
 - a. Institutions can select a time period in which to field the survey to students via email between September 9 and November 30.
 - b. Institutions can promote the survey through a variety of channels to ensure a high response rate to the emailed survey (Guidelines and recommendations on fielding the survey will be provided).
 - c. Complete a brief data worksheet on solicited students in aggregate by November 15, 2022
3. **Respond to a brief feedback survey** after implementation about the institution's experience and recommendations. (The institution Point of Contact can complete the survey).
4. **Have the opportunity to request the full survey data set** from the Survey Research Partner Institution January 16-31, 2023 (*optional*).

Project Partner Institution

The Project Partner Institution (WWU) will:

1. Secure IRB approval (completed 7/29/22. Documentation posted: <https://wsac.wa.gov/student-supports>)
2. Provide a link to the survey to all institutions that have completed a Participation Agreement.
3. Close the survey response collection on November 28.
4. Complete the state-level data analysis and prepare the state-level report.
5. Provide the survey data set upon request to participating institutions between January 16-31, 2023.

Washington Student Achievement Council (WSAC):

WSAC will serve in a project management capacity, and will:

1. Provide outreach and communication with participating institutions about implementation.
2. Provide guidelines and protocols for fielding the survey.
3. Contract with the Survey Research Partner Institution.
4. Coordinate process feedback from the Point of Contact at each participating institution.
5. Distribute the resulting report to stakeholders and policy makers.

Fall 2022 Survey Implementation Timeline

While the Washington Basic Needs Survey has been in development for over a year, the survey implementation will be done on an accelerated timeline with the intent to provide data and insights to inform policy makers in 2023.

June 1 – August 30: Postsecondary institutions submit Participation Agreements to WSAC. WSAC sends survey guidelines and recommendations to participating institutions by August 1.

September 9 – November 28: The Project Partner Institution will share a link for the survey and implementation guidelines with each participating institution. Institutions will field the survey in the time period of their choosing between September 9 and November 28. Participating institutions submit the Data on Solicited students form to WWU by November 15, 2022 (ssi@wwu.edu)

December 1 – January 15: The Project Partner Institution will analyze the data and prepare a brief report of state-level findings. The report will include disaggregation of the data by demographics, student status, region and education sector to identify any disparate impacts of basic needs insecurity.

January 16 – 31: Participating institutions may contact the Project Partner Institution to receive the survey data to draw additional insights.

Washington Basic Needs Survey: Participation Agreement Fall 2022

To participate in the Fall 2022 Washington Basic Needs Survey, please complete the information below by August 29 and submit it to WSAC (Amim@wsac.wa.gov).

Submission of this agreement confirms an institution's commitment to the institutional responsibilities listed on page 2 of this document (submit a point of contact, field the survey in the fall term according to guidelines, and complete a feedback survey).

Institution: _____

Survey Point of Contact:

- Name and Title: _____
- Email: _____

Basic Needs Contact information or link (optional): This information will be included in the survey for students from your institution. Your information will be displayed to complete this statement: *“For more information about support and resources at your campus: _____”*.

- Contact information or link: _____

Executive Sponsor (VP level):

- Name and Title: _____
- Signature: _____

Submission and additional information: Please submit this participation agreement by August 30 to project manager Ami Magisos (Amim@wsac.wa.gov), WSAC Associate Director of Policy and Planning. Questions and comments about this project are welcome.

Related Resources

- Due November 15, 2022: [Solicited Students Data Worksheet](#)
- For reference: [Participation Agreement Appendices](#)
 - Appendix A – Survey Instrument
 - Appendix B – Participating Institution Guidance
 - Appendix C – Approved Recruitment Language
 - Appendix D – Solicited Students Data Worksheet
 - Appendix E – WWU IRB Approval
 - Appendix F – Postsecondary Basic Needs Data Work Group