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#  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](https://hope4college.com/rc2021-bni-during-the-ongoing-pandemic/) 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](https://drive.google.com/file/d/1o7Pvm_rXAPxEb1sTUGHqaqvejq9LulY4/view?usp=sharing)in 2021 developed the Washington Basic Needs Survey[[1]](#footnote-1) 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 in 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 5-10 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.

## 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.
	1. Institutions can select a time period in which to field the survey between September 9 and November 30.
	2. Institutions can promote the survey through a variety of channels to ensure a high response rate (Guidelines and recommendations on fielding the survey will be provided).
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*).

### **Survey Research Partner Institution**

The Survey Research Partner Institution will:

1. Secure IRB approval.
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. Prepare guidelines and recommendations for fielding the survey based on feedback from institutions that piloted the survey in 2021-2022.
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 June 30.

**September 9 – November 28:** The Survey Research 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.

**December 1 – January 15:** The Survey Research 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 Survey Research 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.

# Appendix A – Survey Instrument

The Washington Basic Needs Survey instrument designed by the Basic Needs Data Work Group is available [here.](https://docs.google.com/document/d/1bWqbvEEFZyFNZS8MvV1RKi0Yatdh9nDT/edit?usp=sharing&ouid=102786115036359363560&rtpof=true&sd=true)  The Fall 2022 version is being finalized by the Institutional Research/Institutional Effectiveness consultants of the larger Basic Needs Data Work Group (See Appendix B). The Fall 2022 survey will be shared with all participating institutions by June 30, 2022.

# Appendix B – Basic Needs Data Work Group Overview

## Overview

Toward Washington’s state goal of 70% postsecondary attainment, Washington Student Achievement Council has identified students’ unmet basic needs as a rapidly growing barrier to postsecondary attainment, including food and housing security, childcare access, and mental health care. Recent research shows 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. And yet, siloes across educational sectors have limited awareness, consensus-building, and planning to advance a statewide agenda to address postsecondary basic needs.

In 2019, WSAC convened the Postsecondary Basic Needs Advisory Group to identify barriers as well as effective partnerships.  Building on this foundation in 2021, WSAC convened a Basic Needs Data Work Group to develop statewide information on unmet basic needs, agree on basic needs data points of value on regional and state levels, develop a coordinated assessment and implementation plan, and develop an analysis and information-sharing plan.  The Hope Center for College, Community and Justice provided guidance and technical assistance to the work group.

**Work Group Objectives**

1. Develop a statewide plan to address the need for data on postsecondary basic needs insecurity.
2. Plan implementation at Washington postsecondary institutions.
3. Present data recommendations to the Washington Student Achievement Council in July 2021.

**Data Work Group Structure**

The Assessment workgroup will include partners from across Washington state, including higher education leaders and student leaders, as well as technical support from the Hope Center, ERDC, and WSAC.

* **Work Group:** 14 leaders from both CTCs and baccalaureate institutions, including a steering team of four leaders from WWU, UWT, CWU and SPSCC
* **Facilitation / Support:** WSAC staff
* **Technical Assistance:** Hope Center, Education Research and Data Center, WSAC Research

## 2021 Work Group Meetings

* March 24, 8:30-10:30 am
* April 14, 8:30-10:30 am
* May 12, 8:30-10:30 am
* June 9, 8:30-10:30 am

## Postsecondary Basic Needs Data Work Group Participation

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| Institution | Participants (Steering Team) |
| Central Washington University | Joy Stochosky, Director of Case Management |
| South Puget Sound Community College | Jen Manley, Dean of Student Engagement and Retention |
| Western Washington University | Matt Bryant, Division Assessment Consultant for Enrollment and Student Services |
| University of Washington Tacoma | Mentha Hynes-Wilson, Vice Chancellor for Student Affairs |
| WGU-WA, Peninsula College | Nitasha Lewis, WSAC Student Policy Consultant, Upward Bound Director |
| Eastern Washington University | Michelle Helmerick, Student Care Team Manager |
| Bellevue College | Dr. Brenda Ivelisse, Associate Vice President, Student Affairs |
| Gonzaga University | Dr. Colleen Vandenboom, Assistant Dean, Student Involvement & Leadership |
| Peninsula College | Brian Kneidl, Director of Workforce Programs |
| Washington State University Tri Cities | Ian Jamieson, Director of Student Engagement and Leadership |
| WA State Board for Community and Technical Colleges | Jessica Porter, Program Manager, Student Services |
| Washington State University, Vancouver | Elias Cohen, Campus Director for Institutional Effectiveness |
| Washington State University, Everett | Anna McLeod, Associate Director of Student Affairs  |
| Washington State University, Global | Joy Thompson, Assistant Director of Student Services |
| Support/ Consultation: | Ami Magisos, Facilitator/Convener, Associate Director of Policy & Planning, WSACLiz Looker, Consultant, Hope Center for Community, College and JusticeIsaac Kwakye, Senior Director of Research, WSAC Jim Schmidt, Education Research and Data CenterAlice Few, Institutional Research, UW-TacomaRoy Caligan, Senior Director of Institutional Effectiveness and Planning, Spokane Community CollegeZach Morgan, Executive Director, Effectiveness and Research, Bellevue College |

1. The final version of the Washington Basic Needs Survey for Fall 2022 will be shared with all participating institutions by June 30, 2022. [↑](#footnote-ref-1)