

KCCD 2022 Staff Climate Survey Timeline

Prepared by Bob Ngo

Consultation Council, November 22, 2022

- **Monday November 21th or Tuesday November 22nd AM** – Email from Presidents/Chancellor to all Classified, Management, & Instructional Staff inviting them to take Staff Climate Survey
- **Monday November 21th or Tuesday November 22nd AM** – Email from DO IR to all Classified, Management, & Instructional Staff with instructions for taking Climate Survey and data collection & Analysis timeline
- **Monday November 28th AM** – Initial Survey Email with link to Survey
- **Wednesday November 30th AM** – First reminder sent to those who haven't taken the survey yet
- **Wednesday December 7th AM** Second Reminder sent to those who haven't taken the survey yet
- **Friday December 9th AM** – Email to Chancellors, Presidents, and VPs with current return rates
- **Wednesday December 14th AM** - Third Reminder sent to those who haven't taken the survey yet
- **Tuesday January 3rd AM** – Final Reminder to take survey
- **Friday January 6th** – Survey Closes

- **January** – Data Processing and Analysis

- **February** – Executive Summary + data set + dashboard with aggregate numbers available for IR offices