

# Graduate Survey Task List

Task	Due Date	Office Responsible
Send link to copy of latest version of survey and task list to Deans for review	April	CRS
Identify an incentive for grads to complete the grad survey	May	All
Communicate necessary changes to be made to survey to College Research Services	May	Deans, Dir of Counseling
Modify survey	June	CRS
Post degrees/certificates in SIS	June	A&R
Publish revised we form via Remark Web Survey	June	CRS
Test revisions	June	CRS
Send copies of postal letter email letter to Deans for review	June	CRS
Revise letters as needed (including link to web based survey)	June	CRS
Send final list of grad EMPLIDS (degrees & diplomas) to CRS	June	A&R
Identify lists' MEID and Email addresses	June	CRS
Upload list into Password Builder of Remark Web Survey	June	CRS
Send out graduation letters with link to access survey	July	A&R
Send email invitation to gmail accounts.	July	CRS
Download results of completed surveys	August	CRS
Prepare analysis of surveys and post to IE web site	August	CRS
Identify winner of the incentive and distribute it	August	All
Document process changes and lessons learned	August	All