GSA Annual Student Survey Policy

Purpose
- The student survey is an annual survey, designed and distributed by the student MA/PhD committee representatives, in addition to the Vice President of Policy and Programming, that addresses student concerns such as finances, workplace environment, health, and safety in a qualitative and quantitative manner.
- The results of the survey will be presented to both the MA/PhD committee board, as well as the general student body.
- The results of the survey will be used to define action items for the upcoming year.

Design and approval
- At a GSA meeting about two months before the survey is to be distributed, one of the two student MA/PhD committee representatives will open a discussion about issues students want addressed in the yearly student survey. Responses will be considered in the initial draft.
- An initial draft of the yearly student survey shall be drafted by the two student MA/PhD members and the Vice President of Policy and Programming, or by a committee headed by the two student MA/PhD committee members and the Vice President of Policy and Programming.
- A preliminary draft will be discussed at the GSA executive board meeting prior to the GSA meeting where the survey will be officially distributed. All questions will be discussed and modified accordingly. The MA/PhD committee student representatives and VP-Policy and Programming will then finalize their draft of the student survey. The final draft will be distributed to the GSA executive board before sending it out to the general student body.

Distribution
- The finalized, approved student survey will be distributed and student responses will be recorded and put into the database for one year. Responses are technically not anonymous, but the GSA will preserve your anonymity to the best of its ability. To that end, individual responses to the survey will be permanently deleted from the database after one year. .
- It is the responsibility of the GSA executive board and the program representatives to remind the students to take the survey.
- The survey shall be open to students for a minimum of two weeks.

Results
- The MA/PhD committee student representatives and the Vice President of Policy and Programming will be responsible for the analysis of the student survey results. A presentation highlighting the important points of the survey will need to be made and presented at a general body meeting.
- The presented slide show of the results will be sent out to the student program representatives to send to the rest of the student body. The entirety of the results will not be distributed unless requested to do so.
- Any results that have less than five data points will not be distributed, even if requested, to preserve the anonymity of the students who take the survey.

Action Items
- Concluding the presentation of the student survey results will be an open discussion time where students can put forth suggestions for action items based on areas for improvement identified through the survey. Action items are specific recommendations, such as workshops and policies, that are intended to improve the graduate student experience at Johns Hopkins School of Medicine. These responses will be recorded and tabled to be considered at the executive board meeting at which action items are created. .

- At a GSA executive board meeting, no later than three months after the completion of the annual GSA survey, the executive board and the MA/PhD committee student representatives will discuss and finalize a short series of action items that directly address the concerns brought up by the students and by the results of the survey. The leader of the discussion and creation of the action items should be the Vice President of Policy and Programming. These action items should consider the previous year's action items, and whether those goals were obtained or not.
- After the creation of the action items, these action items should be presented to the GSA Council at the next general body meeting to be voted upon for their approval by the Council.
- After approval, these action items will be sent out to the general student body though the student program representatives.
- These action items will be communicated to applicable bodies (eg the Associate Dean for Graduate Biomedical Education, the MA/PhD committee, the PDCO, the GSA executive board) by the Vice President of Policy and Programming. The GSA executive board and MA/PhD committee student representatives, along with any standing committees, lesser officers, student groups, or others as applicable, will work with those bodies towards the goal of implementing the action items over the following year.