



Office of the President/CEO

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To: ACC Faculty and Staff

From: Steve Kinslow

Date: March 18, 2008

Subject: **INTERNAL COLLEGE SURVEY:  
RESPONSES DUE NO LATER THAN 4/2/08**

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Each year, ACC employees are surveyed regarding their satisfaction with the services they received from various College offices. In accordance with Board policy E-4: Organizational Performance Evaluation/Auditing, the results of the survey are reported to the College community and to the Board of Trustees. Each support office will use the results as the basis for developing plans to enhance and improve services to the College.

To complete the survey, please go to the following URL and follow the instructions:

<http://www.austincc.edu/oiepub/SNAP/ICS2008/ics2008.htm>

The deadline for completing the survey is **Wednesday, April 2, 2008**.

Please remember the following:

- Evaluate only the services of offices you have had experience with during the past year.
- Do not use the Back button on your browser window – there are navigation buttons in the survey to go backwards and forwards. If you use the browser's Back button, you will have to start the survey from the beginning.
- Make sure to press the Submit Responses button on the last page of the survey. Your responses will not be registered until you press the Submit button.
- Individual survey responses are confidential and the Office of Institutional Effectiveness and Accountability coordinates this process to ensure that confidentiality is maintained.
- You may complete the survey during your work hours as this information is important to the improvement of our workplace.

As an employee, your opinions are important. Please take a few minutes to complete the online survey. If you have any questions about the survey, please feel free to contact Rich Griffiths, at 223-7606 or [rgriffit@austincc.edu](mailto:rgriffit@austincc.edu).

Thank you for participating in this assessment of our services and contributing to the continuous improvement of our college.

SBK/pws