NCTA Participant Follow-up Survey and Instructions for Use

August 2012

TABLE OF CONTENTS

Introduction1		
Survey Topics2		
Timing of Survey Use2		
Survey Recipients3		
Organizing the Data Collection3		
Inviting Participants3		
Survey Data Analysis4		
Survey Reports4		
Appendix A. NCTA Participant Follow-up Survey6		
Appendix B. Example Email Messages to Survey Participants 16		
Acknowledgements20		



Introduction

During the 2011-12 school year, InSites worked with the NCTA national leaders to design and pilot test an updated follow-up survey for NCTA program participants. It is intended for use a year or more after completing an NCTA program. The purpose of the survey is to:

- deepen understanding of the connection between NCTA's professional development offerings, types of participants, and sustained benefits/impact in the classrooms and schools.
- provide common information across national NCTA sites to give the Freeman Foundation a national picture of NCTA's sustained influence on its program participants and their schools.
- help generate insight into how NCTA's strategy for sustainability in the schools is connected to program formats and the characteristics of teachers who participate.

The National Consortium for Teaching Asia (NCTA), begun in 1998, seeks to foster the sustained presence of the teaching and study of East Asia in U.S. schools. For over a decade, NCTA has done so through seminars, study tours, and other ways of providing professional development for K-12 teachers. Under the leadership of the NCTA national directors, NCTA is now offering online seminars, mini-courses, and carefully developed blended seminars along with its long-standing face-to-face seminars.

The information from the survey is one source of information for program planning and tracking shifts in conditions relevant to NCTA's work. It is intended to be used in combination with other information that the NCTA leaders and others have available. Keep in mind that survey data often raise as many questions as they answer. That is, the data often tell you what is happening but not why it is happening. It is a prompt to ask further questions.

This survey is intended for repeated use over multiple years to track patterns. Seeing and understanding patterns over time helps one to determine how to influence the patterns that may not be moving in a desired direction



The *NCTA Participant Follow-up Survey* was developed through an extensive process of interactions with the NCTA leaders and pilot testing with a diverse group of NCTA program participants. It consists of 23 questions and is expected to take about 10-15 minutes to complete. It is designed for use through Survey Monkey (www.surveymonkey.com) although the questions could be administered through other means. The explanations in this document assume that it is being administered through SurveyMonkey.

Other surveys for use during an NCTA program are available online at http://www.insites.org/projects_asia/projects_asia_oasis.html. The surveys collectively constitute the *Online Asia Survey Inquiry System (OASIS)*. The OASIS system also includes a document with tips for using surveys.

Survey Topics

The questions in the NCTA Participant Follow-up Survey cover these topics:

- Teacher Information: Questions 1-5
- School Information: Questions 6 8
- NCTA Program Influence: Question 9
- Using and Sharing New Knowledge: Question 10 − 13
- Professional Development: Questions 14 18
- Sustaining and Supporting Asian Studies in Your School: Questions 19 22
- Additional Comments: Question 23

The complete survey is provided in Appendix A.

Timing of Survey Use

The survey is intended to be administered approximately a year after participants complete an NCTA program. This allows the participants to return to their schools and use what they have gained from the program in their classrooms and with their colleagues before responding to the survey. The survey can be completed as early as six months after completion of a program and can be used periodically over several years following a program.



Survey Recipients

The survey is designed with the expectation that, upon enrollment in an NCTA program, participants would be told to expect a survey in the year following the program to learn more about the sustained influence of the program. This approach allows yearly monitoring of the programs and reporting of data over time on a regular basis.

Within this general approach to use, the survey can be organized for data collection (see below) to investigate a wide variety of questions about similarities and differences among particular groups. This is a decision to be made by the program leaders and its funders.

Organizing the Data Collection

Survey Monkey allows the survey administrator to identify "collectors." Collectors refer to labels for groups of respondents for whom separate data are to be reported. For example, in the pilot test of the survey during the survey development process, participants from twenty NCTA programs were involved. Each of these was labeled as a collector. These collectors were further grouped into five types of programs—three types of seminars, short programs, and simulcasts. By having each program type and each program identified as a collector, reports can be generated from Survey Monkey for individual programs and by type of program.

Inviting Participants

Research shows that more people tend to respond to a survey when invited by someone they know and trust rather than by an unknown person or organization. Consequently, in this instance, an initial invitation came from the program leaders. It was followed by an email from the survey administrator with details of how to access and respond to the survey. (The advantage of such details coming from the survey administrator is that if participants have questions, they can send their questions directly to the administrator rather than the program leader.)

Two to four email reminders are typically sent to participants. The reminders go only to those who have not yet responded. These can be set up within Survey Monkey and sent at prescheduled times.

The following process is recommended for this survey:



- **Email #1:** An e-mail message from the program leader invites program participants to respond to the survey when access information is sent by the survey administrator.
- Email #2: An e-mail message from the survey administrator one to three days after e-mail #1 provides information about how to access the survey, desired return date (usually 2 weeks from the date the email is sent) and other logistical information.
- Email #3: A reminder e-mail initiated by the survey administrator is automatically sent through Survey Monkey five days before the desired return date.
- **Email #4:** A reminder e-mail initiated by the survey administrator is automatically sent through Survey Monkey one day before the desired return date.
- Email #5: An e-mail initiated by the survey administrator is automatically sent through Survey Monkey two days after the desired return date asking if they can respond within one week (final return date).
- Email #6: A reminder e-mail initiated by the survey administrator is automatically sent through Survey Monkey one day before the final return date.

Example e-mail messages based on those used in the pilot study of the survey are included in Appendix B.

Survey Data Analysis

Survey Monkey can provide separate reports for each of the collectors or groups of collectors. The data can also be summarized across all the collector groups.

The survey data are intended to be reported as the number and percent of people giving each response to a given question. These data can be displayed as tables and/or graphs. Some can be generated directly from Survey Monkey and others may need to be separately constructed. To conduct further statistical analysis, the data can be exported into Excel and used with analysis software such as SPSS. Please contact Kathy Wyckoff at kwyckoff@insites.org for more information about data analysis.

Survey Reports

In addition to the data analyses and displays provided through Survey Monkey, a survey report should also include narrative explaining the results. These explanations typically require knowledge of the NCTA program. The reports may be used to raise questions



for conversation among the program leaders, funders, and others. The reports need to tie back to the purposes for which the survey was administered. The report provided to the NCTA program leaders and Freeman Foundation following the pilot test of the survey illustrates the type of report that can be provided from the survey (see *Sustained Impact of NCTA Programs in U.S. Schools* at www.insites.org.)

Preparation of the reports requires knowledge of quantitative data analysis and interpretation. We recommend that NCTA engage a researcher or evaluator with these skills to assist with data analysis and report preparation or provide technical assistance to those carrying out these tasks.



Appendix A

NCTA Participant Follow-up Survey



The survey below is taken from Survey Monkey to show the format that will be seen by the participants. It is available from both InSites and NCTA national leaders.

NCTA 2012 Program Participant Follow-up Survey 1. About the Survey The survey is designed to help NCTA program leaders and the NCTA funder learn about the teachers who participate in NCTA activities, their schools, and how the programs influence teaching about Asia in K-12 schools. This information will help NCTA program leaders and the NCTA funder as they consider program changes. All information collected in this questionnaire is anonymous. Data will be presented in group form in reports to the program leaders and funder. Your participation in this NCTA Program Participant Follow-up Survey is voluntary. **DIRECTIONS** We anticipate that this survey will take about 15 minutes to complete. Please answer each question as it relates to your experience. 2. Teacher Information 1. Within what grade level range do you primarily teach? (Choose one.) O Grades K-5 Grades 6-8 Grades 9-12 Other (please specify) 2. How many years have you taught including this year (i.e., years in the classroom or school, not including time off for family, etc.)? (Choose one.) C 1-4 years 5-14 years O 15 or more years 3. What area is your primary assignment? (Choose one.) C English as a Second Language (ESL) C Social studies, history, geography, economics, religion, current events C English/language arts/communication O World languages (Spanish, Japanese, Chinese, etc.) Art/architecture/performing arts C Librarian/media specialist C Science, technology, engineering, and/or math C Elementary teacher K-5 – multiple subjects Other (please specify)



NC 1	ΓA 2012 Program Participant Follow-up Survey
4. /	Approximately how many students did you teach about Asia in the past 12 months?
0	0
0	1-15
0	16-35
0	36-100
0	101-300
0	Over 300
5. /	Approximately how many hours did you teach about Asia in the past 12 months?
0	0
0	1-3
0	4-10
0	11-30
0	31-100
0	101-300
0	Over 300
	Which of the following best describes the location of your school?
	Rural
0	Urban
0	Suburban
0	Small town/city (i.e., not part of a metro area)
7. \	What is the approximate total number of teachers in your school building?
0	Fewer than 20
0	20-69
0	70 or more
8. I	Does your school offer Asian language course(s) for students?
0	Yes
0	No
0	Don't know



A. Has participating in the NCTA program had the following influency oncreased my interest in and awareness of current events/issues related to Asia (Increased my content knowledge about Asia. Increased the quality of the content I provide students about Asia (Increased my confidence in teaching methods (Increased my confidence in teaching about Asia (Increased my credibility with teachers and students in regards to Asia (Increased my support of global or international education in the K-12 curriculum (Increased relationships with others interested in Asia (e.g., other program participants) that I have maintained (Increased the amount of time I teach about Asia (Increased the amount of time I teach about Asia (Increased the amount of time I teach about Asia (Increased the amount of time I teach about Asia (Increased the amount of time I teach about Asia (Increased the amount of time I teach about Asia (Increased the amount of time I teach about Asia (Increased the amount of time I teach about Asia (Increased the amount of time I teach about Asia (Increased the amount of time I teach about Asia (Increased the amount of time I teach about Asia (Increased the amount of time I teach about Asia (Increased the amount of time I teach about Asia (Increased the amount of time I teach about Asia (Increased the amount of time I teach about Asia (Increased the amount of time I teach about Asia (Increased the Asia	es N	Don't know
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Additional online or other resources about Asia, i.e., other than ones provided in the NCTA program.	0	0
1 1	0	0
Comment (Optional):	~	



NCTA 2012 Program Participant Follow-up Survey

11. Within the last 12 months, with how many teachers have you shared information about
Asia or ways to teach about Asia that you gained from the NCTA program?
O 1-3
O 4-10
O 11-35 O 36-50
O 51-100
O Over 100
12. Although it generally is not an expectation of program participants, some participants are involved in activities outside of their classroom (e.g., schoolwide, district or community activities) related to Asia. Have you been involved in such activities related to Asia since completing the NCTA program?
C Yes
O No



		In Planning			
	Yes	Stage	No		
ave presentations on Asia and/or initiated special Asia-related events for students beyond my own assroom	O	O	0		
Sponsored an Asian-focused club for students C C					
couraged my colleagues to participate in Asia-related professional development.	0	0	0		
ovided professional development session(s) or helped form study groups for educators in my (or ighboring) schools and/or districts related to Asia	O	O	0		
ovided other teachers with resources on Asia (e.g., artifacts, websites)	0	0	0		
tiated special Asia-related events that involve the community	0	0	0		
pported/conducted a student exchange to Asia	0	0	0		
ilt or participated in new linkages between my school and Asian schools (e.g., a new sister school, hool exchange program, web-based links)	0	0	0		
rved on a district committee to embed content about Asia into the curriculum, assessment, struction, or professional development	O	O	0		
oved to a new position within the district that has influence on Asia in curriculum (e.g., become the rriculum director)	• 0	0	0		
mment (Optional):					
	_				
. How satisfied are you with the current opportunities for stu	dents to	learn about	Asia i		
our school?					
Very dissatisfied					
Somewhat dissatisfied					
Somewhat dissatisfied Neutral					
Neutral					
Neutral Somewhat satisfied					
Neutral					
Neutral Somewhat satisfied					



NC	TA 2012 Program Participant Follow-up Survey
15.	. How would you describe your knowledge/experience of Asia PRIOR TO ATTENDING
the	e NCTA program? (Check one.)
0	Very little, almost no knowledge of Asia
0	Enough knowledge to teach very basic information about Asia
0	A moderate amount of knowledge
0	A high amount of knowledge about Asia
de	. About how much additional time have you spent in Asia-related professional velopment SINCE COMPLETING the NCTA program you participated in about a year o? (Check one.)
0	
0	1-9 hours
0	10-24 hours
0	25-49 hours
0	50 hours or more
	Where would you place your current level of interest in continued professional velopment related to Asia? (Select the one response that best describes your interest.) It is one of my top interests It is a moderate interest
0	It is a low interest or not an interest
	ase explain why you selected the option that you chose



NCTA 2012 Program Participant Follow-up Survey
18. Please indicate why you chose the particular level of interest that you did in Q3. (Select
all that apply.)
☐ My personal interest in Asia
☐ I have an Asia related teaching assignment
I do not have an Asia related teaching assignment
☐ I recognize the importance/relevance of Asia for my students
☐ My students' interest in Asia
☐ I teach Asian immigrant students
☐ I lack knowledge of Asia
☐ I lack the time to take professional development
☐ It is a focus or area of interest of my school/district
☐ It is not a focus or area of interest of my school/district
☐ I have a personal interest in various cultures, not just Asia
☐ School budget/resource issues
Personal situation (e.g., in non-teaching position, about to retire)
Other (please specify)
19. Please rate the extent to which you value the NCTA program experience compared to
other professional development experiences you have had.
C Less valuable
C Similar value
O More valuable
Comment (Optional):



CTA 2012 Program Participant Follow-up Survey				
. Sustaining and Supporting Asian Studies i	in Your School			
20. Since participating in this program, have you participated with a group of teachers (online or in person) to support one another's teaching about Asia? (Check one or more.)				
Yes, in person				
Yes, online				
□ No				
Comment (Optional):				
	<u> </u>			
24 B. th. f. II		L 4 A - ! - !		
21. Do the following groups actively encourage/su school and/or district?	ipport teaching a	DOUT ASIA I	n your	
chool and/or district:	Yes	No	Don't know	
Principal or other school administrators	0	0	0	
Students in your school	0	0	0	
Parents and/or other community members	О	0	0	
Most teachers in your school/district	0	0	0	
Leaders in your state's professional subject area associations	0	0	0	
District administrators	0	0	0	
State policymakers/state department of education personnel	0	0	0	
Teacher preparation personnel at a nearby university or college	0	0	0	
Comment (Optional):		-		
	<u> </u>			
22. Does a core group of people (formal or informa	al) actively suppo	- rt Δsian stı	udies in vour	
school and/or district?	, actively cappe		autoo iii youi	
C No such group exists				
C A moderately strong group exists				
C A very strong group exists				
C Don't know				
Comment (Optional):				
	_			
	$\overline{\mathbf{v}}$			



NCTA 2012 Program Participant Follow-up Survey		
23. Is there anything else you have dor share?	ne since the NCTA program that you would like to	
	<u> </u>	



Appendix B

Example Email Messages to Survey Participants

The following e-mails are provided as examples of the type of information to include when contacting participants about participating in the survey. See the report text above for details about the purpose and timing of each e-mail

Email #1 – Invitation to Participate in Survey

(Each NCTA leader chose their own approach to contacting participants to invite their involvement in the survey. The following email was provided to the NCTA leaders for their use or adaptation.)

Subject line: NCTA Survey Participation

Dear NCTA alum:

How are you using what you learn from NCTA programs back in your school? You soon will have an opportunity to respond to a survey to tell us (NCTA leaders) about your teaching situation and how you apply your NCTA experience in your classroom and school. We recognize that you may want to teach more about Asia than the conditions of your teaching situation allows. Your honest description of your experience will help us continually improve our programs to fit the realities of today's classrooms and help in our communications with our funders. They too are interested in how best to support the many teachers who participate in the variety of programs we provide.

Your participation in the survey is strictly voluntary. For those of you who are able to respond, be assured that you will be making a valuable contribution to NCTA. No individuals are identified in the reports.

InSites, a nonprofit research organization is conducting the survey for us. You will be receiving an email from them from ncta@insites.org explaining how to access the survey. If you are not able to respond, you can opt out of the survey by clicking the link that will be provided.

Thank you for considering our request.

[from NCTA seminar leader or national director]



Email #2 – Instructions for Survey Participation

(This email came from <u>ncta@insites.org</u> to provide name recognition while still being a separate entity from NCTA. Take this into account in when determining who the message comes from)

Subject line: Survey of NCTA Program Participants

Dear NCTA program participant:

We are contacting you because you participated in a National Consortium for Teaching about Asia (NCTA) program on East Asia in 2011. This may have been a 30-hour seminar in a classroom setting, an online seminar, a workshop, webinars, or some other format of professional development. We thank you for agreeing to take part in a national survey for participants in the NCTA programs. Please use this survey to tell us and the NCTA leaders about your teaching situation and how you apply your NCTA experience in your classroom and school.

We at InSites are conducting this survey at the request of the Freeman Foundation. We are a nonprofit research organization. You were contacted recently by one of the leaders (or a leader had made previous arrangements with you) who informed you about this survey. This is our only use of your email address.

Your participation in the survey is strictly voluntary, and no individuals are identified in the reports. If you choose to participate in this survey, be assured that you will be making a valuable contribution to NCTA.

To respond to the survey, go to

http://www.surveymonkey.com/s.aspx?sm=cVNTEH1c3NZ5aMcOrAdtDg_3d_3d. We anticipate the survey will take about 15 minutes to complete.

Please respond by March 26. If we haven't heard from you by close of that date, you will receive a reminder.

We recognize that you may want to teach more about Asia than the conditions of your current teaching situation permit. Your honest description of your experience will result in information that can help NCTA continually improve its programs to fit the realities of today's classrooms and help in their communications with the funders. The funders as well are interested in how best to support the many teachers who participate in NCTA programs.

Thank you for considering our request. We greatly appreciate your help.

Beverly Parsons, Executive Director, InSites - bparsons@insites.org - 970-226-1003

To opt out: if you are unable or do not wish to respond you can request to not be sent a reminder. Click here to be removed from the survey list:

http://www.surveymonkey.com/optout.aspx?sm=cVNTEH1c3NZ5aMcOrAdtDg 3d 3d



Email #3 – First Reminder

(Sent only to those email addresses from which no response to the survey has been received.)

Subject Line: Reminder of NCTA Survey Response Date: Monday, March 26

Dear NCTA Program Participant,

On March 12th you were invited to take an online survey because you participated in a program on East Asia offered through the National Consortium for Teaching About Asia (NCTA) in 2011.

This is just a friendly reminder that the desired date for responding to the survey is coming up soon—Monday, March 26. We anticipate the survey will take about 15 minutes to complete.

The survey is designed to tell us and the NCTA leaders about your teaching situation and how you apply your NCTA experience in your classroom and school. InSites is conducting this survey at the request of the Freeman Foundation, a funder of NCTA. You will find more details about our request in the original email of March 12th.

Your participation in the survey is strictly voluntary, and no individuals are identified in the reports.

To respond to the survey, go to

http://www.surveymonkey.com/s.aspx?sm=cVNTEH1c3NZ5aMcOrAdtDg 3d 3d.

If you have already submitted the survey, thank you; please disregard this reminder.

We sincerely appreciate your participation in this important study.

Best regards and happy Spring!

Kathy Wyckoff InSites

P. S. If you would like to be removed from this list, please click here: http://www.surveymonkey.com/optout.aspx?sm=cVNTEH1c3NZ5aMcOrAdtDg 3d 3d



Email #4 - Second Reminder

Subject Line: IMPORTANT: 2nd Reminder of NCTA Survey Response Date: Monday, March 26

Dear NCTA Program Participant,

On March 12th you were invited to take an online survey because you participated in a program on East Asia offered through the National Consortium for Teaching About Asia (NCTA) in 2011.

We have extended the due date to April 2nd. We know how busy educators are and we anticipate the survey will only take about 15 minutes to complete.

The survey is designed to tell us and the NCTA leaders about your teaching situation and how you apply your NCTA experience in your classroom and school. InSites is conducting this survey at the request of the Freeman Foundation, a funder of NCTA. You will find more details about our request in the original email of March 12th.

Your feedback is valuable to the NCTA and to the Freeman Foundation and will help inform the program in the years to come. Of course, your participation in the survey is strictly voluntary, and no individuals are identified in the reports.

To respond to the survey, go to

http://www.surveymonkey.com/s.aspx?sm=cVNTEH1c3NZ5aMcOrAdtDg 3d 3d.

If you have already submitted the survey, thank you; please disregard this reminder.

We sincerely appreciate your participation in this important study.

Best regards and happy Spring!

Kathy Wyckoff InSites

P. S. If you would like to be removed from this list, please click here: http://www.surveymonkey.com/optout.aspx?sm=cVNTEH1c3NZ5aMcOrAdtDg 3d 3d



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