

Institutional Delivery and Set-Up of the Adult Learner Inventory

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Overview

- About ALI
 - Survey items
 - Cost
- Setting up for the ALI
 - Noel-Levitz interface
 - IRB approval
 - Population file
 - Survey customization
- What next?
- Helpful tips
- Resources
- Questions





About the Adult Learner Inventory

What is the Adult Learner Inventory?

- The ALI is one of the Satisfaction-Priorities Surveys offered by Noel-Levitz.
- “The Adult Learner Inventory is an ideal satisfaction assessment for adult students completing undergraduate programs. It is a Web-based survey that shows how satisfied your students are, and what's most important to them. This combination helps you pinpoint both your institution's strengths and areas for improvement.”

Source: Noel-Levitz ALI Website

<https://www.noellevitz.com/Our+Services/Retention/Tools/Adult+Learner+Inventory/>

What is the Adult Learner Inventory?

Noel-Levitz designed the ALI based on CAEL's Principles of Effectiveness for Serving Adult Learners:

- Outreach
- Life and Career Planning
- Financing
- Assessment of Learning Outcomes
- Teaching Learning Process
- Student Support Systems
- Technology
- Transitions



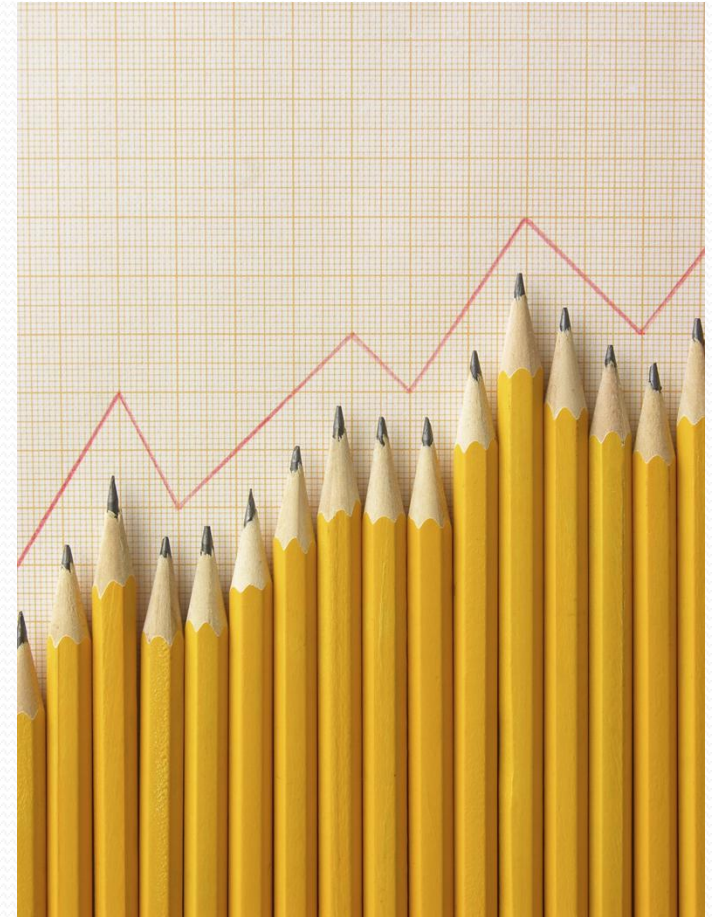
ALI Survey Overview

- Targets undergraduate adult learners
- Two versions of the survey:
 - Four-year colleges and universities
 - Two-year community colleges
- Conducted online through Noel-Levitz
- Takes approximately 15-20 minutes to complete



ALI Survey Items

- Importance and satisfaction: 47 questions
- How important specific factors are in a student's decision to enroll at an institution: 20 questions
- Summary overall: 2 questions
- Demographics: 18 questions



Optional Survey Items

- Institutions can add additional survey items at no extra cost:
 - Up to 10 additional items to be rated for importance and satisfaction
 - 1 additional demographic item with up to six possible responses
 - A list of majors / programs / departments for the students/individuals to choose from



ALI Survey Screenshot



Adult Learner Inventory

Each item below describes an expectation about your experiences with this program.
On the left, tell us how important it is for your program to meet this expectation.
On the right, tell us how satisfied you are that your program is meeting this expectation.

Importance to me...								...My level of satisfaction												
1 - not important at all							does not apply	does not apply												
2 - not very important								very satisfied - 7												
3 - somewhat unimportant								satisfied - 6												
4 - neutral								somewhat satisfied - 5												
5 - somewhat important								neutral - 4												
6 - important								somewhat dissatisfied - 3												
7 - very important								not very satisfied - 2												
								not satisfied at all - 1												
1	2	3	4	5	6	7														
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	1.	My program allows me to pace my studies to fit my life and work schedules.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	2.	Sufficient course offerings within my program of study are available each term.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	3.	This institution assists students who need help with the financial aid process.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	4.	My instructors involve me in evaluating my own learning.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	5.	I receive the help I need to improve my technology skills.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	6.	I receive timely direction on how to transfer to other colleges or universities.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	7.	Staff are available to help me solve unique problems I encounter.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	8.	This institution provides students with the help they need to develop an education plan.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	9.	I receive adequate information about sources of financial assistance available to me.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	10.	I have a clear understanding of what I'm expected to learn in my classes.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	11.	This institution offers strategies to help me cope with the multiple pressures of home, work, and my studies.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	12.	Technology support is available to me when I need it.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
1	2	3	4	5	6	7														

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Pricing

Item	Actual VSU Cost
Inventory/Test License (\$2.30 per completed survey)	\$529 (230 completers)
Processing and Set-up	\$210
Online Administration Fee) (\$.25 per student record uploaded)	\$332.25 (1329 records)
ALI Comparative Summary Analysis	\$100
Raw data	\$135
Subtotal	\$1306.25
5% Handling fee	\$65.31
Grand total	\$1371.56

Registration forms with additional pricing information are available from the CAEL website: http://www.cael.org/alfi/isas_order.html



Setting up the Adult Learner Inventory

IRB Approval

- Filed a request for institutional IRB approval and received permission to proceed with the study
 - This survey was considered exempt from Institutional Review Board oversight under Exemption Category 2



IRB Approval

- Pre-existing IRB approval through Georgia Tech
- Incentives - participation not required
 - Must provide 2 options:
 - Completing the survey
 - Sending an email to survey coordinator
- Example language used in the contact emails



My Noel-Levitz interface

- Secure area for survey management
- Used to:
 - Upload student contact list
 - Create student passcode file
 - Customize email contacts
 - Set date for email distribution
 - Add additional institutional survey
 - Monitor response rates
 - Download list of students who have



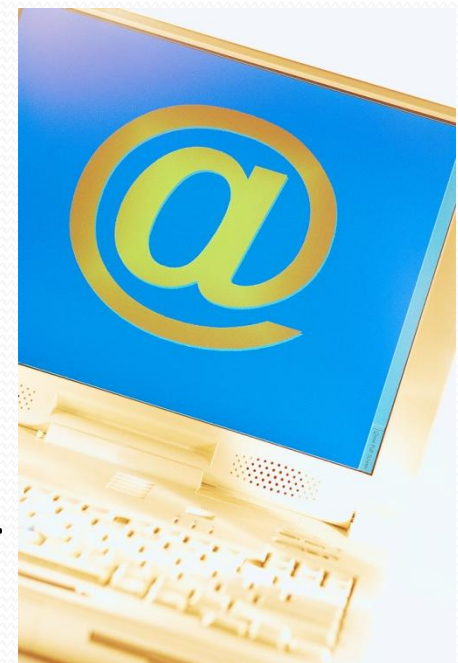
Population Upload File

- File must be text-tab delimited
Excel document
- File cannot contain row headers
- Fields must be in the exact order
as listed:
 - Passcode (provide or generate)
 - Email
 - First Name
 - Last Name



Email customization – Step 1

- Noel-Levitz allows institutions to specify:
 - The dates on which to send emails
 - Who the message is from (Provost)
 - An email address for replies/questions (surveys@valdosta.edu)
 - The format of the message (Rich HTML and Text)
 - The subject line of the message (Student Satisfaction Inventory Invitation)



Email customization – Step 2

- Opportunity to customize email text:
 - Survey invitation
 - Reminder 1 (typically one week later)
 - Reminder 2 (typically 2 weeks after initial invitation)
- Send sample email to test settings
 - Select each of the email messages and send to up to 3 email addresses of your choosing for testing



Survey Data Collection

- Checklist:

- Population file uploaded
- Survey customized
- Emails customized
- Emails settings tested
- IRB Approval
- Incentives /Publicity
- Survey launch and end dates set



What Next?

- Remainder of survey administration is handled by Noel-Levitz
- In the meantime, you can:
 - Monitor response rates
 - Export list of completers/non-completers for targeted publicity opportunities
 - Collect more data on adult learners on your campus for comparison purposes



What Next?

- Results file available for download from the Noel-Levitz interface approximately one week after the survey ends.



Helpful Tips

- Notify your IT department that the e-mail invitations and reminders will be arriving on your campus in order to avoid SPAM blockers.
- Let your IT department know if you would like additional fields for telephone follow-up.



Helpful Tips

- Configure the email messages to show from someone whose name students are likely to recognize.
- Provide incentives that are likely to motivate student response.
- Be sure to provide an alternate method for students to enter incentive drawings.



Resources

Noel-Levitz

<https://www.noellevitz.com/>

Adult Learning Inventory

<https://www.noellevitz.com/Our+Services/Retention/Tools/Adult+Learner+Inventory/>

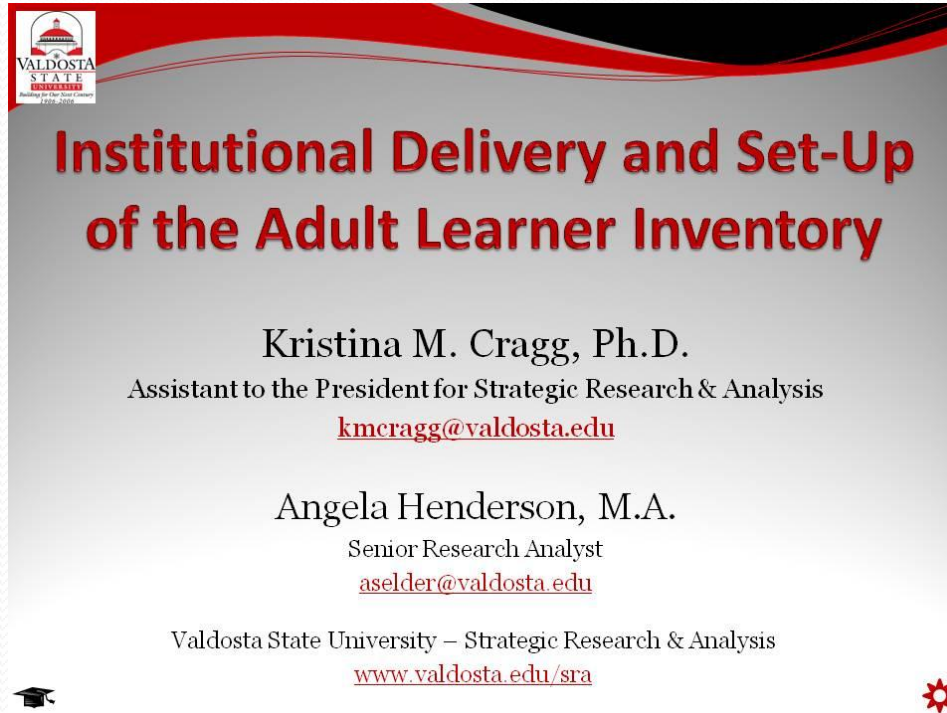
CAEL


<http://www.cael.org/>

Interested in more information ...

This presentation is on our website

<http://www.valdosta.edu/sra/presentations.shtml>




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Thank You

Questions and Comments

