

Memorandum of Understanding
Between Kenyon College, Office of Institutional Research
and
Harvey Mudd College, Office of Institutional Research & Effectiveness

I. Purpose

This Memorandum of Understanding (MOU) between the Office of Institutional Research at Kenyon College (“Kenyon”) and the Office of Institutional Research and Effectiveness at Harvey Mudd College (“Harvey Mudd”) is entered into for the purposes of:

1. To facilitate cooperation between Kenyon and Harvey Mudd researchers in the effective administration of an online survey (“the Survey”) to evaluate faculty and staff perceptions of campus climate, policies and practices in regards to sexual harassment, sexual assault, and relationship violence.
2. To provide a third party researcher external to Kenyon who will be responsible for protecting the anonymity of faculty and staff who respond to the Survey through approved practices for data masking and deprecation.

II. Responsibilities

To this end, Kenyon agrees:

1. To provide Harvey Mudd a comprehensive list in an agreed upon format of current faculty and staff, including full names and email addresses, who are eligible to receive the Survey.
2. To provide Harvey Mudd a final version of the Survey in Qualtrics that is ready for distribution to all recipients. To provide Harvey Mudd all communication materials to be used to distribute the Survey in an agreed upon format.
3. To promote the Survey with Kenyon faculty and staff through appropriate advertising and channels.
4. To receive approval from the Kenyon Institutional Research Board for the Survey prior to administration.

To these ends, Harvey Mudd agrees:

1. To create a copy of the Survey provided by Kenyon in Harvey Mudd’s Qualtrics account so that no faculty or staff member of Kenyon can access responses.
2. To distribute through Qualtrics the Survey and reminders on the dates and times specified by Kenyon using the materials provided by Kenyon.
3. To provide Kenyon updates on the Survey response rate upon request.
4. To collect each individual response to the Survey and store the results in Harvey Mudd’s Qualtrics account for a minimum of three years after administration of the Survey closes.
5. To clean and deprecate the results of the Survey, as needed, including but not limited to:
 - a. Deprecating or aggregating, as appropriate, the responses from subgroups of respondents with fewer than five responses;
 - b. Removing any identifiable information from open-ended responses; and
 - c. Removing any identifiable information from administration of the survey, including email address or IP address.
6. To deliver to Kenyon a cleaned data file in an agreed upon format of individual survey responses with the minimal aggregations necessary to ensure confidentiality of respondents.
7. Not to share the results of the Survey with other members of Harvey Mudd College or other persons or institutions without the express written approval of Kenyon.
8. To alert Kenyon immediately should there be a change in staff at Harvey Mudd College who are collaborating under this MOU. Kenyon may request that Harvey Mudd return all materials and results related to the Survey at such a time. Harvey Mudd College will comply with Kenyon’s request in a timely manner.

The responsibilities and terms of agreement may be modified at any time by mutual consent of Kenyon and Harvey Mudd.