

Survey Instrument for Membership of NASFAA & ACTE

November 2019



The National Association of Student Financial Aid Administrators (NASFAA), Advance CTE, and the Association for Career and Technical Education (ACTE) are currently collaborating to produce a national analysis of short-term programs. Legislators on both sides of the aisle in Congress have expressed interest in extending federal Title IV student financial assistance to short-term programs. However, significant data gaps about these types of programs often make it difficult to evaluate legislative proposals. Through this survey, we hope to learn more about the existing landscape of short-term programs to better inform discussions about extending Title IV aid to them. This project is generously funded by Lumina Foundation.

To help us accomplish this work we are asking you to complete a survey on your existing short-term programs. We estimate this survey should take approximately 60 minutes to gather the data required to respond and 10 minutes to complete the online survey instrument. The results of this survey will only be used in the aggregate and individual institutions will not be named.

Should you have any questions about this survey, please contact NASFAA's Research Department.

Instructions:

- For the purposes of this survey, short-term programs are defined as programs that are less than 600 clock hours, and less than 15 weeks of instruction.
- To aid you in completing this survey we encourage you to download a PDF of the survey instrument online and write your answers on it before beginning.
- Due to the skip logic embedded in this survey you will be unable to navigate back once you have advanced forward to a new page.
- After you submit your survey you will be given the option to download a PDF of your responses, which you may keep for your records.
- If you need your survey reset for any reason so you may start over, please contact [NASFAA's Research Department](#). You will receive a response within 24 hours.
- If there is someone in your office, your institution, or your field who did not receive the survey and wishes to participate, please contact [NASFAA's Research Department](#) and we can provide them with a link to do so.

Question: Please provide the following information for the person completing this survey: ¹

- Institution Name
- City
- State
- Email address

Question: In what sector of higher education is your institution?²

- Private, not for profit
- Private, for-profit
- Public

Question: What is the highest degree or credential offered at your institution?³

- Less than a certificate
- Certificate
- Associate degree
- Bachelor's degree

¹ Required.

² Required.

³ Required.

- Master's degree
- Doctoral degree
- Professional degree (JD, MBA, etc.)

Question: Does your institution offer short-term programs? For the purposes of this survey, short-term programs are defined as programs that are less than 600 clock hours, and less than 15 weeks of instruction.⁴

- Yes
- No

<< Logic: If Question: Does your institution offer short-term programs = Yes, Display remaining survey.>>

<< Logic: If Question: Does your institution offer short-term programs = No, Route to end of later survey questions as noted.>>

Question: How many short-term programs does your institution offer? Please enter only whole numbers. (Open-ended)

Question: What was the average number of full-time and part-time students enrolled in your short-term programs in the most recent academic year for which you have data and what was their average completion rate?

Instructions:

- Do not leave any field blank.
- If you do not have access to this data, please write "NA" in the field.
- If you do not collect this data, please check the box indicating so for each program your institution offers.
- If the answer is zero (0), put a zero rather than leaving the field blank.
- Decimals (.) may be used.
- Commas (,) may not be used.

	Open-ended box	Do not collect this data
Average full-time students enrolled per academic year		
Average part-time students enrolled per academic year		
Average full-time completion rate per academic year		
Average part-time completion rate per academic year		

Question: Please provide the following demographics on your student composition for students enrolled in any of your existing short-term programs from the most recent academic year.

Instructions:

- Please do not leave any field blank.
- If you do not have access to this data, please write "NA" in the field.
- If you do not collect this data, please check the box indicating so for each program your institution offers.
- If the answer is zero (0), put a zero rather than leaving the field blank.
- Enter only whole numbers, do not use dollar signs (\$), commas (,), etc.

⁴ Required.

		Do not collect this data
Average gender composition	% female / % male boxes	
Average student age	Under 18 18- 35 36 - 55 56 & older	
Average enrollment by race/ethnicity	White Hispanic Black/African American Asian	

Question: How many short-term programs from your institution are on your state’s Workforce Innovation and Opportunity Act (WIOA) Eligible Training Program (ETP) list? Please enter only whole numbers. (Open-Ended)

Question: Indicate below what credential is earned upon completion of your institution’s existing short-term programs? (Check all that apply.)

- Sub-baccalaureate credit certificate
- Sub-baccalaureate non-credit certificate
- Baccalaureate and above credit certificate
- Baccalaureate and above non-credit certificate
- Industry certification
- Occupational licensure
- Badges
- Micro-credentials
- No credential is earned

Question: Indicate below if credits earned as part of your existing short-term programs are stackable, part of a career pathway, or transferable to a higher credential level and, if so, how many?

For reference: As defined in the Workforce Innovation and Opportunity Act (WIOA):

(7) CAREER PATHWAY. —The term “career pathway” means a combination of rigorous and high-quality education, training, and other services that—

- (A) aligns with the skill needs of industries in the economy of the State or regional economy involved;
- (B) prepares an individual to be successful in any of a full range of secondary or postsecondary education options, including apprenticeships registered under the Act of August 16, 1937 (commonly known as the “National Apprenticeship Act”; 50 Stat. 664, chapter 663; 29 U.S.C. 50 et seq.) (referred to individually in this Act as an “apprenticeship”, except in section 171);
- (C) includes counseling to support an individual in achieving the individual’s education and career goals;
- (D) includes, as appropriate, education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster;
- (E) organizes education, training, and other services to meet the particular needs of an individual in a manner that accelerates the educational and career advancement of the individual to the extent practicable;
- (F) enables an individual to attain a secondary school diploma or its recognized equivalent, and at least 1 recognized postsecondary credential; and
- (G) helps an individual enter or advance within a specific occupation or occupational cluster.

	Yes	No	Number of programs
Part of career pathway			
Stackable/articulate to any longer-term program			

Question: Indicate below if your existing short-term programs are offered for credit or not-for-credit.

- Credit
- Not-for-credit
- A mix of both

Question: Indicate below the program format for your existing programs. (Select all that apply)

- Traditional/classroom
- Online
- Competency-based
- Dual/concurrent enrollment with high school

Question: If you are able, please use the space below to provide a list of the current short-term programs your institution offers. We ask that you use the exact title as offered, one per line.

1. Program 1
2. Program 2
3. Program 3
4. Program 4
5. Program 5
6. Program 6
7. Program 7
8. Program 8
9. Program 9
10. Program 10
11. Program 11
12. Program 12
13. Program 13
14. Program 14
15. Program 15
16. Program 16
17. Program 17
18. Program 18
19. Program 19
20. Program 20

**Note: Survey instrument has 200 lines for data entry.*

Question: Does your institution track any of its short-term program data at the individual program level?

- Yes
- No

Program-Level Data on Short-Term Programs: The following section asks for information on your individual short-term programs. Please answer questions in this section to the best of your ability.

Instructions:

- Please do not leave any field blank.
- If you do not have access to this data, please write “NA” in the field.
- If you do not collect this data, please check the box indicating so for each program your institution offers. (This is important for us to know as well!)
- If the answer is zero (0), put a zero rather than leaving the field blank.
- Use only whole numbers. Decimals (.), commas (,), percent signs (%), etc. should not be used.

Question: What is the Classification of Instructional Programs (CIP) code for each short-term program your institution offers?

	CIP code (Open box)	Do not have access to this data	Do not collect this data
Carry Forward: Program 1			
Carry Forward: Program 2			
Carry Forward: Program 3			
Carry Forward: Program 4			
Carry Forward: Program 5			

<< Logic: If Question: Does your institution track any of its short-term program data at the individual program level? = Yes, Display questions below.>>

Question: Please provide the following demographics on your student composition for each existing short-term program from the most recent academic year.

	Average student income level at the start of enrollment	Average previous degree attainment	Do not collect this data
	Bands for dropdown: <ul style="list-style-type: none"> • Less than \$6,000 • \$6,000 to \$11,999 • \$12,000 to \$23,999 • \$24,000 to \$29,999 • \$30,000 to \$41,999 • \$42,000 to \$59,999 • \$60,000 & over 	<ul style="list-style-type: none"> • No college • Some college • Associate degree • Bachelor’s degree • Master’s degree • Doctorate degree (Ph.D., Ed.D., etc.) • First professional degree (J.D., etc.) 	
Carry Forward: Program 1			

Carry Forward: Program 2			
Carry Forward: Program 3			
Carry Forward: Program 4			
Carry Forward: Program 5			

Question: Please provide details on your existing short-term programs' structure.

	Clock hours/credit hours	Weeks of instruction in total	Do not have access to this data	Do not collect this data
Carry Forward: Program 1				
Carry Forward: Program 2				
Carry Forward: Program 3				
Carry Forward: Program 4				
Carry Forward: Program 5				

Question: Indicate below what need(s) your existing short-term programs are designed to fill in your region. (Select all that apply.)

	Aligned with in-demand occupational sectors	Aligned with high-growth occupational sectors	Aligned with high-wage occupational sectors	Do not have access to this data	Do not collect this data
Carry Forward: Program 1					
Carry Forward: Program 2					
Carry Forward: Program 3					

Carry Forward: Program 4					
Carry Forward: Program 5					

Question: Please use the space below to outline the average student costs for your existing short-term programs.

	Direct costs	Combined costs of books, supplies, equipment, and materials (direct or indirect)	Do not have access to this data	Do not collect this data
Carry Forward: Program 1				
Carry Forward: Program 2				
Carry Forward: Program 3				
Carry Forward: Program 4				
Carry Forward: Program 5				

<< Logic: If Question: Does your institution track any of its short-term program data at the individual program level? = Yes, Display questions below.>>

Question: Please use the space below to outline any outcomes measures of your existing short-term programs.

	Completion rate	Percent of students that pass state licensure/certification exams	Post-program placement rate		Average earnings of students after program completion	Do not have access to this data	Do not collect this data
			Employment rate	Percent that continue to further education or training	Boxes to enter: First full year after Five years after Ten years after		
Carry Forward: Program 1							

Carry Forward: Program 2							
Carry Forward: Program 3							
Carry Forward: Program 4							
Carry Forward: Program 5							

<<Logic: If **Question:** Does your institution offer short-term programs = No, Question below display.>>

Question: You indicated your institution does not currently offer short-term programs. In your opinion, would your institution begin offering short-term programs if financial aid were available for students to pay for those programs?

- Yes, if Pell Grants were available.
- Yes, if any type of Title IV federal student financial aid were available.
- Yes, if state financial aid were available.
- Yes, if employer financial aid were available.
- No, my institution would not offer short-term programs even if financial aid were available for them.

<<Logic: If **Question:** Would your institution offer short-term programs if financial aid were available for students to pay for those programs? = No IS SELECTED. Question below displays>>

Question: Please use the space below to describe why your institution would not begin offering short-term programs even if financial aid were available for them. (Open-ended)

<<Logic: If **Question:** Does your institution offer short-term programs = Yes OR No, Question below display>>

Question: In your opinion, does your institution currently offer any Title IV federal student financial aid-eligible certificate or degree programs that they would consider shortening if financial aid were available for short-term programs?

- Yes, if Pell Grants were available for short-term programs.
- Yes, if any type of Title IV federal student financial aid were available for short-term programs.
- No, my institution would not shorten any existing Title IV federal student financial aid-eligible certificate or degree programs if federal financial aid were available for short-term programs.

<<Logic: If **Question:** Do you currently offer TITIV-eligible certificate or degree programs that you would consider shortening if financial aid were available for short-term programs? = No IS SELECTED. Question below displays>>

Question: Please use the space below to describe why your institution would not shorten any existing Title IV federal student aid-eligible certificate or degree programs even if financial aid were available for them. (Open-ended)

<<Logic: If **Question:** Do you currently offer TITIV-eligible certificate or degree programs that you would consider shortening if financial aid were available for short-term programs? = Yes IS SELECTED. Question below displays>>

Question: Please tell us which, if any, of your current certificate or degree programs you would *most likely* shorten if Title IV federal student aid were available for short-term programs?

Question: For each of the following statements, please indicate the degree to which you agree or disagree.

	Strongly Disagree Disagree Somewhat Agree Agree Strongly Agree
My local economy benefits from short-term programs.	
My local adult learners benefit from short-term programs.	
Industry representatives have expressed that short-term programs respond to skills gaps.	
Educators have shared an interest in creating more short-term programs.	
Local leadership has shared an interest in creating more short-term programs.	
My local legislature has expressed an interest in supporting the expansion of short-term programs in our state.	
My state's governor has expressed an interest in supporting the expansion of short-term programs in our state.	
Overall, part-time students in my state benefit from short-term programs.	
Overall, full-time students in my state benefit from short-term programs.	