**LGBT Campus Climate – Tips for Completing the Survey (www.campuspride.org)**

1. Assemble a team of about 7-8 people. It is best if the team consists of 1-2 LGBTQ students so they can complete the section on Student Life.
2. The team leader should set up the Campus Pride account and will give each team member the account name and password.
3. Those on the team should represent different constituent groups. If you can get representatives from areas such as A&R, HR, District Police, Student Health, this will make it easier to complete some of the sections. For example, a staff member from District Police can more easily obtain the answers to the questions having to do with the section on Campus Safety.
4. Start with a team meeting. There are 8 sections (the one on Housing may not be relevant for your college) of the survey to cover. Have each team member select a section on which they will do the research do get the questions answered.
5. Team members will then attempt to complete the questions for their section, and save the data in the Campus Pride account.
6. The second team meeting will then consist of everyone coming together to review all the answers, provide input/make any needed changes - then submit the survey. Thus, everyone on the team participates in what gets submitted.
7. There will be some gray areas where it is difficult to choose a Yes or No answer. It’s best to approach the survey with the attitude of wanting an honest assessment so your campus can make needed improvements. That is, the goal is not to achieve five stars, but to know where your campus stands so you learn in which areas you can improve and make your campus more LGBT-inclusive.
8. After you obtain your survey report, each team member should review it. Then have a third team meeting and use the report results to come up with a list of recommendations and realistic goals on which your campus can work.
9. Present a summary of your survey report to all the appropriate governance bodies: Academic Senate, Classified Senate, Student Senate, Management Team. Ask for support going forward with the goals created by the team.
10. Plan to do the survey every 2-3 years so you can see your progress, and then develop and prioritize a new set of goals.

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