

A. Justification

A.1 CIRCUMSTANCES OF INFORMATION COLLECTION

The U.S. Department of Education's (ED) Office of Safe and Drug Free-Schools (OFDFS) is submitting a request for OMB approval of a reinstatement, with change, of a previously approved collection for which approval has expired. The previous OMB Control Number was 1865-0015 with an expiration date of 2/28/2008.

This data collection effort is a task under a contract authorized by Title IV, Section 4121 of the Elementary and Secondary Education Act of 1965, as amended by the No Child Left Behind Act of 2001. A copy of this statute is available as Attachment A.

Approval is requested for a survey to be administered to senior administrators at a sample of 2- and 4-year colleges around the United States. It gathers information on the alcohol, other drug, and violence (AODV) prevention policies and practices at these institutions. In addition to demographic questions about the school, the survey includes questions on AODV-related policy and enforcement, AODV prevention programs and practices, persons involved with AODV programs and activities, evaluation and assessment, and activities of the Higher Education Center for Alcohol and Other Drug Abuse and Violence Prevention (the Center). A copy of the entire survey is available as Attachment B.

This survey, the Alcohol, Other Drug, and Violence Prevention Survey of American College Campuses, will be administered in fall 2007 using a Web-based format.

A.2 PURPOSE AND USE OF INFORMATION

The data will be collected using a survey developed by the US Department of Education's Higher Education Center for Alcohol and Other Drug Abuse and Violence Prevention (the Center) at the Education Development Center (EDC) and administered online by Macro International. The survey's purpose is to collect information from senior administrators at institutions of higher education (IHEs) to determine the state of AODV prevention in higher education and to assess the current and emerging needs of IHEs.

In the past, the Center's staff summarized results of similar surveys completed in 1998, 2000, and 2005 in reports to ED. The results also were published in an article appearing in the *Journal of Studies on Alcohol*, coauthored by the Center's former director and associate director for evaluation and assessment.

A.3 USE OF INFORMATION TECHNOLOGY

Taking advantage of state-of-the-art survey technology and the preferred work methods of IHE-based personnel, the survey will be Web-based. This approach will help reduce respondent burden, improve data quality, and increase agency efficiency. It will be 508-compliant for the visually impaired.

The mode of data collection is appropriate for this population because a vast majority of the respondents have high-speed access to the Internet. For respondents who prefer completing a paper and pencil version, it will be provided. The Center estimates that fewer than 32 of the respondents (3 percent of the 1,050 anticipated respondents) will request a paper version.

Attachment C provides examples of the expected appearance of the online survey's first few pages.

A.4 EFFORTS TO IDENTIFY DUPLICATION

There have been no similar efforts to complete this data collection at other agencies.

A.5 INVOLVEMENT OF SMALL ENTITIES

This item does not apply because the sample population includes 2- and 4-year IHEs, which do not qualify as small entities.

A.6 CONSEQUENCES IF INFORMATION COLLECTED LESS FREQUENTLY

Similar surveys were conducted in 1998, 2000, and 2005; the 2007 survey will be the fourth administration of this survey. In the past, results from the survey aided OSDFS in determining the state of AODV prevention programs and policies on the nation's college campuses. Without this collection of data, ED will not have an accurate assessment of IHEs' programs and policies. This survey will help to identify emerging needs for developing appropriate materials for the successful implementation of AODV prevention programs on college campuses.

A.7 CONSISTENCY WITH THE GUIDELINES IN 5 CFR 1320.5(d)(2)

This information collection fully complies with 5 CFR 1320.5(d)(2).

A.8 CONSULTATION OUTSIDE THE AGENCY

The notice (Attachment D) required in 5 CFR 1320.8(d) will be published in the Federal Register.

A. 9. PAYMENT TO RESPONDENTS

This item does not apply because no payment or gift will be provided to respondents.

A. 10 ASSURANCE OF CONFIDENTIALITY

No data will be collected on human research subjects. Respondents will be asked to provide their names when they complete the survey for their institution, so that they can attest to the accuracy of the responses, but these data will be removed from the dataset that is analyzed. The confidentiality of names and institutions will be maintained by the contractor responsible for collecting the data. Results from the survey will only be reported in the aggregate.

Assurances of confidentiality will be stated in a letter of notification from the Center. After receiving the letter, respondents will receive an e-mail message with a unique identifier and password for the institution in order to respond to the survey.

A.11 QUESTIONS OF A SENSITIVE NATURE

This item does not apply because the survey does not include any questions of a sensitive nature.

A.12 ESTIMATES OF ANNUALIZED HOUR BURDEN

The survey will be sent to senior administrators at 766 4-year schools and 634 2-year schools, with a total survey population of 1,400 institutions. The expectation is that the response rate will be at least 75 percent, totaling 1,050 institutions. The survey is expected to take about 50 minutes to complete, generating a total annual hour burden of 875 hours. This estimate was reached by multiplying the number of anticipated respondents (i.e., 1,050) by estimated time of the survey (i.e., 50 minutes or .83 hours).

According to the 2004-2005 Administrative Compensation Survey conducted by the College and University Professional Association for Human Resources, the median salary for a Dean of Students is \$75,245. The average number of wage hours per year is 2,080; therefore, a senior administrator completing the survey during working hours would use \$36.175 of wages to complete the survey.

Form Name	No. of Respondents	Responses per Respondent	Hours per Response	Total Hour Burden	Hourly Wage Cost	Total Hour Cost (\$)
Survey of American College Campuses	1,050	1	.83	875	\$36.175	\$31,653

A.13 ESTIMATE OF ANNUALIZED COST BURDEN TO RESPONDENTS

The information collection does not entail any annual cost burden to respondents or record keepers resulting from the collection of information. No capital or start-up costs will be incurred.

A.14 ESTIMATES OF ANNUALIZED COST BURDEN TO THE GOVERNMENT

The annualized cost burden to the government for this collection is approximately \$4,585.

A.15 CHANGES IN BURDEN

The survey for this academic year (2007-2008) does not include changes and therefore does not increase the number of hours of burden.

A.16 TIME SCHEDULE, PUBLICATION AND ANALYSIS PLANS

Time Schedule

The survey will be launched in early October 2007, analyzed in the winter of 2008, and a final report will be submitted to ED by the end of June 2008. The following exhibit lists the project activities and the dates on which those activities will be completed.

Activity	Completion Date
Obtain OMB approval	September 1, 2007

Activity	Completion Date
Mail the notification letter	September 15, 2007
E-mail respondents with link and password	October 1, 2007
Postcards mailed to “bounce-backs”	October 8, 2007
Follow-up with first reminder e-mails to non-respondents	October 15, 2007
Follow-up with second reminder e-mails to non-respondents	October 25, 2007
Start to telephone non-respondents if response rate not met	November 1, 2007
Process data	January 31, 2008
Submit first draft report to ED	May 1, 2008
Prepare final report and submit to ED	June 30, 2008

Analysis Plan

The data analysis will be divided into two phases. In the first phase, the Center will report simple frequency tables for all IHEs together and broken out for the different types of IHEs as specified by school characteristics (2-year versus 4-year, public versus private, commuter versus residential), the number of undergraduate students enrolled, and location (urban, suburban, rural). The following are sample shells for the data analysis.

Type of School	% (N=)
Public, 4-year or above	
Private nonprofit, 4-year or above	
Public, 2-year	
Private nonprofit, 2-year	
Total	

Number of Students Enrolled	% (N=)
1 – 500	
501 –1,000	
1,001 – 5,000	
5,001 – 10,000	
10,001 – 20,000	
20,001 or more	
Total	

Location	% (N=)
Urban	
Suburban	
Rural	
Total	

This information will be summarized in a report submitted to ED for review.

In the second phase of the analysis, the Center will conduct a series of cross tabulations and logistic regression analyses to explore the feasibility of developing predictive models of prevention activities and policies.

Findings Report

Once approved, subject to the Department's discretion, the Center may publish and disseminate the final report through the usual product dissemination channels, which includes but is not limited to:

- Post the report to the Center's Web site
- Post a notice in the "Announcements" section of the Center's Web site homepage, with a hyperlink to the report proper
- Send a notice to the weekly electronic mailing list: "HEC/Announcements"
- Send special alerts to partners in the field to distribute to their constituencies (e.g., The Network, Join Together, Leadership to Keep Children Alcohol Free, Security on Campus, Substance Abuse Library and Information Service (SALIS))

In addition to these channels, the Center may combine the analysis from the report previously submitted to ED to develop an article for submission to a peer-reviewed journal.

A.17 DISPLAY OF EXPIRATION DATE

The OMB number and expiration date for OMB approval will be displayed on the upper right side of the login page on the Web-based version of the survey. On the paper version, it will be displayed on the upper right side of the first page.

A.18 EXCEPTIONS TO CERTIFICATION STATEMENT

This collection of information involves no exceptions to the Certification for Paperwork Reduction Act Submissions.