Strategic National Arts Alumni Project
Consortium Guidelines

1. Explanatory Note

A SNAAP consortium is a group of six or more institutions participating in SNAAP the same administration year that want to ask alumni additional questions that will follow the core survey.

2. Purpose and Function

- Up to 10 additional questions may be added; questions are developed and agreed upon by member institutions and reviewed by SNAAP staff.

- The six institution minimum ensures confidentiality of responses from individual institutions, and also distributes the expense for SNAAP to set up the consortium. Requests for consortia of less than six institutions will be considered, but would require all participating institutions to sign a data sharing agreement.

- Consortium participation is included in the participation fee for SNAAP+ participants. For regular SNAAP participants, the consortium fee is an additional $500 per institution. This covers our time needed to review the additional questions, program them into the questionnaire, and analyze the additional data for your reports.

- Consortium coordinators will receive a report of selected consortium results but do not receive individual institutional data unless a data sharing agreement is completed.

3. Forming a Consortium

If you would like to coordinate a consortium, contact the SNAAP team (812-856-5824; snaap@indiana.edu) no later than August 7 with draft questions due by August 28.

Institutions do not need to belong to another pre-existing consortium or system to form a SNAAP consortium, but all of the participating institutions must be registered for SNAAP 2015. A list of participating institutions will appear on the SNAAP Web site beginning in early July.

If you need assistance recruiting additional consortium institutions, SNAAP can provide coordinators with the contact information of registered institutions' project managers. SNAAP staff can also help you identify potential membership in an existing consortium or recommend other institutions they might contact to form a new consortium.

Institutions may enroll in only one consortium in a year.

The consortium aggregate frequencies will be one of the three comparison groups in the *Institutional Report.*

4. Appointing a Coordinator

Consortia are managed by a volunteer coordinator, typically an individual from one of the institutions in the proposed consortium, although other coordinators may be permitted. The Consortium Coordinator is responsible for:

- Determining consortium/system purpose and name;
- Recruiting participating institutions as necessary;
- Coordinating communication among participating institutions;
- Working with consortium participants to develop consortium questions and submit by the deadline;
- Responding to question revisions recommended by SNAAP staff;
- Communicating with the SNAAP Project Coordinator as needed;
- Coordinating any additional data sharing agreements between these institutions and SNAAP;
- Determining the extent to which SNAAP can present or publish articles on consortium or system data; and,
- Indicating whether or not data should be provided to the coordinator in SPSS Format. If this is requested, then a data sharing agreement must be procured.