

Develop a Skilled, Trained and Educated Workforce that Meets the Needs of the Area

Summary of Survey Data Analysis Subcommittee Meetings

Rainy River Community College | Room SC 114

Meeting Facilitator: Tammy Riley | Summary Recorded by: Sheila Demenge

Survey Data Analysis subcommittee:

Tammy Riley
Jean Evens
Kevin Grover
Sheila Demenge

- Provide a narrative of each graph or table summarizing what the data represents
- Omit displaying the number of respondents who “answered question” or “skipped question” when the information is irrelevant to the outcome of the question

The subcommittee met on the following dates:

February 8, 2017
February 21, 2017
March 13, 2017
March 20, 2017
March 30, 2017
April 12, 2017

Discussion on what the final report should look like and format to use. Report will be put into a PowerPoint using a consistent theme and font.

Along with the survey results, the report will include a *Table of Contents, Introduction, Findings, and Survey Methodology*.

The subcommittee reviewed and analyzed each question in the *Business Survey of Workforce Needs*. The goal was to create a report that is consistent and clear in the data representation. Throughout the analysis process, the committee considered the following:

Each member of the Workforce Development committee will be asked to review the survey results and provide 3-5 key findings they identify from the survey.

- Consistency in “titles” for each graph or table
- Most effective, easy to interpret visual representation of data
- Correct variables for labeling graphs on the X axis and Y axis
- Categorize responses from open-ended questions and include responses listed under “Other” in one of the identified categories
- Include explanation if wording was changed or data/information combined for reporting purposes