

**Forum on Education Abroad  
Education Abroad Incident Database Pilot Project Evaluation  
May 2010**

Total Participants:29  
Total Respondents: 19  
Response Rate: 66%

**1. I. Questions about the Incident Database Pilot Project Structure and Method**

**Was the monthly reporting structure convenient?**

Yes	18	95%
No	1	5%
<b>Total</b>	<b>19</b>	<b>100%</b>

**2. Alternatively, what other type of reporting method would you suggest?**

9 Responses

**3. Was the online form easily accessible through the link provided via email?**

Yes	18	95%
No	1	5%
<b>Total</b>	<b>19</b>	<b>100%</b>

**4. Do you have specific suggestions for making the actual mechanics of entering the data easier, such as formatting of responses or categories?**

8 Responses

**5. Did you find any step of the reporting mechanism to be cumbersome?**

Yes	7	37%
No	12	63%
<b>Total</b>	<b>19</b>	<b>100%</b>

**6. Should the online reporting form be**

Longer?	1	7%
Shorter?	3	20%
Other, please specify	11	73%
<b>Total</b>	<b>15</b>	<b>100%</b>

**7. Were instructions for using the online form easily understandable?**

Yes	19	100%
No	0	0%
<b>Total</b>	<b>19</b>	<b>100%</b>

**8. The pilot project was based on the anonymity of the identities of institutions and organizations participating in the project, and the confidentiality of each incident report. Were you satisfied that the incident reports you provided were held confidential?**

Yes	19	100%
No	0	0%
<b>Total</b>	<b>19</b>	<b>100%</b>

**9. How important was the anonymity of the identities of institutions and organizations participating in the project?**

not important	3	16%
important	9	47%
very important	7	37%
<b>Total</b>	<b>19</b>	<b>100%</b>

**10. How important was the confidentiality of the reporting process?**

not important	0	0%
important	7	37%
very important	12	63%
<b>Total</b>	<b>19</b>	<b>100%</b>

**11. How important was the confidentiality of information reported out (that information regarding specific incidents are not related to specific programs)?**

not important	2	11%
important	4	21%
very important	13	68%
<b>Total</b>	<b>19</b>	<b>100%</b>

**12. Should future incident reports be made 'blind' so that they do not reveal a connection to a specific program?**

Yes	14	74%
No	5	26%
<b>Total</b>	<b>19</b>	<b>100%</b>

**13. II. Questions about Incident Database Pilot Project Content**

The categories on the online form were intended to solicit objective data about critical incidents that happen to individual students and to minimize the subjectivity of the terminology. How objective were the categories used?

not objective	0	0%
fairly objective	7	37%
objective	12	63%
<b>Total</b>	<b>19</b>	<b>100%</b>

**14. Should categories ask for more subjective information such as explanations or interpretations of incident events?**

Yes	6	32%
No	13	68%
<b>Total</b>	<b>19</b>	<b>100%</b>

**15. If so, what suggestions do you have?**

4 Responses

**16. The reporting categories were developed to strike a balance between being comprehensive enough to include most types of incidents that occur during study abroad, without being so detailed as to bog down the reporting process. Did the reporting categories capture the nature of your events?**

Yes	18	95%
No	1	5%
<b>Total</b>	<b>19</b>	<b>100%</b>

**17. Was the level of detail asked for:**

Too broad and general	0	0%
Appropriate	18	95%
Too Specific	1	5%
<b>Total</b>	<b>19</b>	<b>100%</b>

**18. How would you suggest the reporting categories be improved?**

3 Responses

**19. What else should the incident report contain? For example, was there any kind of information not captured? Or, are there additional categories needed?**

7 Responses

**20. Should any reporting categories be eliminated?**

Yes	1	5%
No	18	95%
<b>Total</b>	<b>19</b>	<b>100%</b>

**21. The guidelines distributed before the pilot defined terms and thresholds for the types of incidents to be reported on, so that all participants would be working from the same understanding of terms. Were these guidelines clear?**

Yes	17	89%
No	2	11%
<b>Total</b>	<b>19</b>	<b>100%</b>

**22. III. Questions about Next Steps The Forum has to decide, based on the Pilot Project, if it will continue this project and establish a permanent incident reporting system. Based on your experience in the Pilot, what do you recommend as next steps, and the ultimate goal of an education abroad incident database:**

Goal A: An Education Abroad Incident Database should collect useable data about actual incidents that occur during education abroad programs so that the data informs policy and practice;

7 37%

Goal B: An Education Abroad Incident Database should collect detailed descriptions of critical incidents and make these available to the field;

0 0%

Goal C: Both Goals A and B

12 63%

**Total****19 100%****23. How often do you recommend that the data be collected:**

Continuous collection of data?	11	58%
Biannually?	4	21%
Other, please describe	4	21%
<b>Total</b>	<b>19</b>	<b>100%</b>