🎯 Type of Questionnaire to Use

➡️ Structured Questionnaire (Quantitative, Descriptive Type)
This questionnaire uses **Likert scale items** (e.g., 1–5 scale) to measure perceptions, satisfaction, and system performance.

Why it fits your design:

- It provides **objective, quantifiable data** (e.g., averages, deviations).
- It aligns with **Creswell's (2014)** definition of quantitative research emphasizing **numerical analysis**.
- It's suitable for comparing **different user groups** (students, faculty, librarians).

📃 Sample Structured Questionnaire

Title:

Survey on the Current Practices and Policies for Collecting, Storing, and Accessing Student Academic Outputs in CEAT

Part I – Respondent Profile

(for descriptive statistics only)

1. Role: ☐ Student   ☐ Faculty   ☐ Librarian   ☐ Dean
2. Department/Program: _____
3. Years in CEAT: ☐ <1   ☐ 1–3   ☐ 4–6   ☐ >6

Part II – Current Practices and Policies

Instruction: Please rate the extent to which you agree with the following statements using the scale below:

Scale	Description
5	Strongly Agree
4	Agree
3	Neutral
2	Disagree
1	Strongly Disagree

A. Collection Practices

No.	Statement	1 2 3 4 5
1	Our department has a clear process for collecting student academic outputs.	
2	Students are required to submit both printed and digital copies of their outputs.	
3	Submission guidelines (file format, naming, deadlines) are clearly communicated.	
4	Faculty members ensure proper submission of outputs to the designated office.	

B. Storage Practices

No.	Statement	1 2 3 4 5
5	Academic outputs are systematically stored for easy retrieval.	
6	The college maintains both digital and physical archives of outputs.	
7	Stored outputs are organized by year, program, or author.	
8	The current storage method is secure and prevents data loss.	

C. Access Practices and Policies

No.	Statement	1 2 3 4 5
9	Access to stored academic outputs is clearly defined by policy.	
10	Students can easily request or view existing academic outputs.	
11	Faculty and librarians regulate access to maintain academic integrity.	
12	There are policies addressing data privacy and plagiarism.	

D. Overall Assessment

No.	Statement	1 2 3 4 5
13	The current system for collecting, storing, and accessing academic outputs is effective.	
14	There is a need for a digital repository system to improve these processes.	

🧭 How to Conduct the Questionnaire

Step 1: Sampling Technique

Use **purposive sampling** — select respondents who are directly involved with CEAT academic outputs:

- Librarians
- Faculty advisers
- Deans
- Students who have submitted or requested outputs

Step 2: Data Collection Method

You can conduct the survey:

- **Online:** Google Forms or Microsoft Forms (recommended for ease and automatic data tallying)
- **Offline:** Printed copies distributed through the dean's office or classroom visits

---

Step 3: Data Gathering Timeline

- Distribute forms over **1–2 weeks**.
- Collect at least **30–50 responses per user group** (if feasible) for reliable statistical analysis.

Step 4: Data Analysis

- Use **descriptive statistics**:
    - **Mean** – to determine the level of agreement or satisfaction
    - **Standard Deviation** – to measure consistency of responses

Interpretation Example:

Mean Range	Interpretation
4.21–5.00	Strongly Agree / Very Satisfied
3.41–4.20	Agree / Satisfied
2.61–3.40	Neutral
1.81–2.60	Disagree / Dissatisfied
1.00–1.80	Strongly Disagree / Very Dissatisfied

Would you like me to **convert this questionnaire into a Google Form layout** (with ready-to-copy question types, scales, and sections) for your data collection phase?