COLUMBUS STATE UNIVERSITY

INSTITUTIONAL REVIEW BOARD

Human Research Application

SECTION A: PROJECT INFORMATION

1. **Title of Project:** The Effect of the Seven Principles for Good Practices in Undergraduate Education on Student Performance and Retention

2. **Application Type:**

   ☒ New Project
   ☐ Resubmission
   ☐ Continuing Project (Previous IRB number:_____)

3. **Principal Investigator:**
   (There is only one principal investigator. List the primary contact person as the PI.)

   Name: Sally Sue Smith

   Title: Assistant Professor

   Department Name: Teacher Education

   Mailing Address: 4225 University Avenue Columbus, Georgia 31907

   Phone: (706)569-3333 E-Mail: smith_sallysue@columbusstate.edu

4. **Co-Principal Investigator:**
   (For student project, thesis, or dissertation, the faculty supervisor serves as the Co-PI. If you are not affiliated with CSU, then you must list a faculty member as the Co-PI.)

   Name: _____

   Title: _____

   Department Name: _____

   Mailing Address:_Phone: _____

   E-Mail: _

5. **Indicate whether personnel from an approved lab setting will be involved in this research.**

   ☐ Yes ☐ No

   B) If *Yes*, identify the name of the approved lab:

6. **Other Personnel of the Research Team:**
(If additional space is needed, insert more rows in the table.)

Name	Email

7. **A) Do any of the Investigators or Other Personnel listed in this application have a real, potential, or perceived conflict of interest associated with this study?** (See the FAQ webpage for more information.)

☒ Yes ☐ No

B) If *Yes*, identify the individual(s) and explain:
(The conflict must be disclosed in the informed consent process.)

Some of the participants may be students who are enrolled in one of the researcher's classes this semester.

8. **Dates of Proposed Research:** Begin: 2/1/2013 End: 6/30/2014

9. **Is this research project for a CSU dissertation?** (If *Yes*, the signed "Proposal Defense Form" must be included in the Addendum.)

☐ Yes ☒ No

SECTION B: PROJECT SUMMARY

Within 100 words, clearly describe the purpose of the study using lay terminology.

The purpose of this observational research project will be to examine the *Seven Principles for Good Practice in Undergraduate Education* (Chickering & Gamson, 1987) at a four-year commuter and university and their relationship to academic integration, subsequent institutional commitment, student performance, and student persistence. A possible key to unlocking the multifaceted departure puzzle may be academic integration through the classroom and the *Seven Principles*. While the individual components have been examined in relation to student learning, satisfaction, performance, and persistence, the relationship between the *Seven Principles* collectively and student persistence has not been examined, particularly at commuter colleges and universities.

SECTION C: HUMAN RESEARCH PARTICIPANTS

1. **Number (or Range) of Participants Needed:** 250

2. **Age of Participants:**

   ☐ under 18 (Specify age(s):_____)
   ☒ 18 to 64
   ☐ 65 and older

3. **Identify the criteria for including, or selecting, participants.**

   The sample will consist of first-time freshman students who enrolled in Columbus State University during the fall of 2012, have a declared major within the College of Education and Health Professions, and participated in the Summer 2012 Freshman ROAR Orientation Sessions.

4. **A) Are there any criteria for excluding potential participants?**

   ☐ Yes ☒ No

   B) If *Yes*, identify the criteria for excluding potential participants.

   n/a

5. **A) Indicate whether any of these groups will be targeted participants.** (Check all that apply.)

   ☐ Pregnant women, neonates, or fetuses
   ☐ Prisoners
   ☐ Individuals who are cognitively impaired
   ☐ Individuals who are economically disadvantaged
   ☐ Individual who are mentally ill
   ☐ Individuals who are terminally ill
   ☐ Individuals who have HIV or AIDS
   ☐ Individuals who have limited English proficiencies

   B) Explain the justification for targeting the group(s) checked above in this research project.

   n/a

   C) What additional safeguards will be added to protect the rights and welfare of these groups?

   n/a

6. **A) Do you plan to target individuals who belong to a particular gender, racial, or ethnic group?**

   ☐ Yes ☒ No

   B) If *Yes*, specify the targeted group(s) and explain the justification for targeting the particular group(s) in this research project.

   n/a

7. **What is your current and/or future relationship to the participants?**

   Since the researcher teaches freshman students, it is possible that the researcher will have served or will be serving as their course instructor for either EDUC 2120 or EDUC 2130.

SECTION D: RECRUITMENT PROCEDURES

1. **How will the participants be recruited?** (Check all that apply.)

☐ In person	☐ Printed Materials	☐ Television/Radio
☐ Phone call	☐ Letters	☒ Listserv/Email
☐ Social Media/Web-based	☐ SONA	☐ Other (Specify:_____)

2. **Describe when, where, and how participants will be initially contacted.** (Attach a copy of any printed and/or electronic materials that will be used for recruiting as an addendum.)

   The researcher will send an invitation to participate email to all first-time freshman students who participated in the Summer 2012 Freshman ROAR Orientation Sessions beginning February 2013.

3. **Describe any follow-up recruitment procedures.**

   A second email will be sent one week after the initial email as a reminder. A third and final email will be sent one week after the second email.

4. **A) Will participants receive any incentives and/or compensation for their participation?**

   ☒ Yes ☐ No

   B) If *Yes*, describe amount and quantity:

   As an incentive to participate, student respondents will have the option to enter their name in a random drawing for a $100 gift card upon survey completion. The winner will be notified via his or her CSU email account.

SECTION E: OUTSIDE PERFORMANCE SITE

1. **A) Does this project involve any collaborating institution and/or performance site outside of the CSU campus (e.g., local public school, participants' workplace, military base, or hospital)?**

   ☐ Yes ☒ No

   B) If *Yes*, list all institutions and sites involved with this research project.
   (If additional space is needed, attach a separate sheet as an addendum. For each listed site, attach a Letter of Cooperation written on the institution's letterhead and signed by the appropriate authorized official(s). See the FAQ webpage for more information.)

Name of Institution	Location (City, State)	written permission and/or current IRB approval
		☐ Attached ☐ Pending
		☐ Attached ☐ Pending
		☐ Attached ☐ Pending
		☐ Attached ☐ Pending
		☐ Attached ☐ Pending

SECTION F: METHODS

1. **Describe all research study procedures in concise and sequential lay terminology.**

   1. A self-reported survey, which combines established scales from two sources, will be constructed for this research project. A web-based combined version of the Student Inventory (Chickering et al., 1990) and College Persistence Questionnaire (Davidson, Beck, & Milligan, 2009) will be constructed using Qualtrics, a web-based survey software application available through Columbus State University's Technology Department. The order of the items will be randomized to prevent bias in the responses (Braxton et al., 1998).
   2. The participants will receive an invitation to participate in web-based survey via their CSU email address during February 2013.
   3. The first page of the web-based survey will include the informed consent. The participants will select the appropriate radial within the web-based survey as to whether they agree or disagree to participate in the study. If they choose not to participate, the survey will conclude, and the response will be recorded. If they choose to participate, then they will respond to each of the survey items.

4. The survey response data will be merged with a longitudinal database that contains data from previous surveys and institutional research data using the students' college identification number.

2. Indicate the type of data collection. (Check all that apply.)

☐ Behavioral or Physiological Observation

Describe the focus, duration, and number of observations (e.g., EEG, body composition, blood pressure, or time out of seat). Specify how the observations will be recorded.

☐ Specimen Collection

Describe the type of specimen (e.g., blood, salvia, or urine), method of collection, frequency of collection, amount for each collection, and total volume to be collected.

☐ Document and Artifact Collection

Describe any documents or artifacts (e.g., historical papers or student writing samples) that will be collected and used.

☒ Survey, Interviews, and Questionnaires

Describe the setting, mode of administration, and anticipated duration. Attach a participant copy of each measure.

The participants will complete a self-report web-based survey about the occurrence of student-faculty contact, cooperation among students, active learning, prompt feedback, time on task, high expectations, and diversity learning methods during their freshman year. In addition, there will be items about academic integration and institutional commitment. The student survey will be administered during February 2013. The time needed to complete the survey should not exceed 20 minutes.

☒ Internet Research

Describe the measures that will be taken to ensure security of data transmitted over the internet (e.g., internet surveys) to remove IP addresses and to protect from unauthorized access.

The survey will be created using a web-based survey application, Qualtrics, which is available through the UTIS department. The Qualtrics software creates a Response ID, which is randomly generated, for each participant. The IP address,

which derives from the user's computer or network, is recorded, but the email address is not recorded since the invitations to participate will not be distributed through the Qualtrics software. Once the raw data is retrieved from Qualtrics, the IP addresses will be deleted from the dataset.

☐ Audio or Video Recording

Describe the setting and anticipated duration. Describe how the audio/video recordings will be stored and how they will be disposed when this research is completed.

SECTION G: RISKS AND BENEFITS

1. A) Estimate the level of risk for participants.

Potential Risk	Not applicable	No More than Minimal Risk	Greater than Minimal Risk
A. Physical	☒	☐	☐
B. Psychological	☒	☐	☐
C. Social or Economic	☐	☒	☐
D. Use of deceptive technique	☒	☐	☐
E. Other (Specify:_____)	☒	☐	☐

B) If any of the above risks are greater than minimal risk, describe the severity and likelihood of the indicated risk(s).

n/a

2. Explain what steps will be taken to reduce the impact of the indicated minimal and/or greater than minimal risks and protect the participant's welfare.

The researcher will ensure that the subjects' confidentiality are maintained using a CSU password-protected computer in the Researcher's Office. The data will be stored for the long term on a CSU's network drive, which will be accessible by the researcher only. If the sample includes any student(s) who are enrolled in one of my EDUC 2120 or EDUC 2130 courses during the spring semester, I will clearly state during the class meeting prior to sending the email invitations that they are not obligated to complete the survey in any way.

3. Describe the potential benefits to the participants and/or others as a direct result of this research project.

There are not any potential benefits for the individual participants; however, this research

could impact future students at this institution and other commuter colleges and universities. The implications include the development and implementation of cost-effective faculty development programs using the Seven Principles for Good Practice in Undergraduate Education. Thus, the undergraduate classroom experience, persistence rates, and graduate rates could improve.

SECTION H: CONFIDENTIALITY OF DATA

1. **A) Will demographic information be collected?**

   ☒ Yes ☐ No

   B) If *Yes*, list all demographic information that will be collected and describe how the information will be used.

   major and gender. The demographics will be used to describe the sample and categorize the participants into groups

2. **A) Indicate the degree of confidentiality.** (See the FAQ webpage for more information.)

   ☐ De-identified
   ☐ Anonymous
   ☐ Coded – Indirect
   ☒ Coded – Direct
   ☐ Data will not be confidential.

   B) If *the data will not be confidential*, explain the rationale.

   n/a

   C) If *indirect or direct coding*, indicate where, how long, and in what format (e.g., paper or electronic files) will the data be kept. Describe the security provisions that will be taken to protect this data.

   The researcher will ensure that the subjects' confidentiality are maintained using a CSU password-protected computer in the Researcher's Office to store the electronic files. The data will be stored for the long term on a CSU's network drive for a minimum of 10 years.

   D) If *indirect or direct coding*, explain why it is necessary to keep indirect or direct identifiers.

   The direct identifiers are needed to link the participant's survey reponses with other pre-existing data within a longitudinal database.

E) If *indirect or direct coding*, identify who will have access to the coding and/or individually identifiable information.

The data will be accessible by the researcher only.

SECTION I: INFORMED CONSENT PROCESS

1. **Describe the specific procedures (i.e., how, where, and when) for obtaining informed consent.** (Use provided template available on the CSU IRB website to create an informed consent form and attach a copy as an addendum.)

   The first page of the web-based survey will include the following information: (1) an explanation of the research project and its purpose, (2) a description of the minimal risks and possible benefits of the research project, (3) a statement explaining the maintenance of confidential records, (4) a description of the incentive for survey completion, and (5) a statement explaining the procedures for withdrawal. The participants will select the appropriate radial within the web-based survey as to whether they agree or disagree to participate in the study. If they choose not to participate, the survey will conclude, and the response will be recorded. If they choose to participate, then they will respond to each of the survey items.

2. **Provide justification for requesting a waiver to document informed consent.** (*See the FAQ webpage for more information.*)

   n/a

SECTION J: ELECTRONIC SIGNATURES

The Research Team, including the Principal Investigator, Co-Principal Investigator, and other personnel, must read and comply with all Columbus State University Institutional Review Board (IRB) Policies and Procedures. In addition, they must abide by all federal, state, and local laws regarding protection of human subjects in research. As the Principal and Co-Principal Investigators, if applicable, you agree to follow these governing guidelines that include, but not limited to, the following policies and procedures. Failure to follow these guidelines may result in delays with the processing of this application and/or future applications.

1. Complete the Human Subjects Research training and submit a training certificate as an addendum.
2. Merge all addendums into one file.
3. Begin recruitment and data collection after receiving notification of final IRB approval.
4. Obtain approval from the IRB prior to instituting any change in project protocol.
5. Obtain informed consent from all participants, and legal parent or guardian, prior to commencing this research study when applicable.
6. Maintain copies of all records and signed consent forms, if required, from each participant for the duration of the project.

7. Notify the IRB regarding any adverse events, unexpected problems, or incidents that involve risks to participants and/or others.
8. Submit the Final Report Form within 12 months from the date of IRB approval using the template available on the CSU IRB website (if applicable).

If this research study is a student-led project, the Co-Principal Investigator, the student's faculty supervisor, must agree to complete the following tasks prior to the submission of the Human Research Application:

- Collaborate with the student to develop the research study.
- Read and review this application with its addendums for content and clarity.
- Guide and oversee the procedures outlined in this application.
- Ensure that all of the Research Team responsibilities are fulfilled.

Enter Principal Investigator's email as an electronic signature. (For authentication purposes, the email address must match the email address on file with Columbus State University.)

Electronic Signature: smith_sallysue@columbusstate.edu Date: 12/15/2012

Enter Co-Principal Investigator's email as an electronic signature. (For authentication purposes, the email address must match the email address on file with Columbus State University.)

Electronic Signature:_____ Date: _____