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   ☐ Resubmission of Withdrawn Project
   ☐ Continuing Project (Previous IRB number: _____)

3. **Principal Investigator:**
   (There is only one principal investigator. List the primary contact person as the PI. Include a copy of human subjects research training certificate in the addendum.)

   Name: Sally Sue Smith

   Title: Assistant Professor

   Department Name: Teacher Education

   Mailing Address: 4225 University Avenue Columbus, Georgia

   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. Include a copy of human subjects research training certificate in the addendum.)

   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:

   n/a

6. **Other Personnel of the Research Team:**
(If additional space is needed, insert more rows in the table. Include a copy of human subjects research training certificates for all listed personnel in the addendum.)

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. **What is the expected duration of the project?**

9 months

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 2017, have a declared major within the College of Education and Health Professions, and participated in the Summer 2017 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?**

   Given the researcher teaches freshman students, it is possible that the researcher will be serving or will have served 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 for each method selected in #1 above.** (Attach a copy of any printed and/or electronic materials that will be used for recruiting in the addendum.)

   The researcher will send an invitation to participate email to all first-time freshman students who participated in the Summer 2017 Freshman ROAR Orientation Sessions via their CSU email account beginning February 2018. The email will introduce the researcher and provide an overview of the study. In addition, there will be an anonymous link that the participant can select or copy and paste into his or her internet browser to access the web-based survey. The recruitment email is included in the addendum.

3. **Describe any follow-up recruitment procedures for each method selected in #1 above.** (Attach a copy of any printed and/or electronic materials that will be used for recruiting in the addendum.)

   A second email will be sent 1week after the initial email as a reminder via their CSU email account. A third and final email will be sent 1 week after the second email via their CSU email account. The emails will introduce the researcher, provide an

overview of the study, and thank them for participating if they have already completed the survey. In addition, there will be an anonymous link that the participant can select or copy and paste into his or her internet browser to access the web-based survey. The follow-up emails are included in the addendum.

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: INFORMED CONSENT PROCESS

1. **Describe the specific procedures (i.e., how, where, and when) for obtaining informed consent.** (Use provided templates available on the CSU IRB website to create an informed consent form(s) and attach a copy in the addendum. Studies involving minor participants must include parental consent and minor assent.)

   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. **If applicable, provide justification for requesting a waiver to document informed consent.** (*See the FAQ webpage for more information.*)

   n/a

SECTION F: 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) in the addendum. 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 G: METHODS

1. **Basic Design and Procedures**
Outline the research project procedures in concise and sequential lay terminology. The outline should include the basic design and the sequence of procedures the participants will follow from their entry through their completion of the project.

    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 account during February 2018.
    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. **Description of Data Collection / Instrumentation**
For each item selected, you must address all of the required components. (Check all that apply.)

☐ Behavioral Observations *(e.g., classroom observations).*
Describe the
- *focus,*
- *duration,*
- *number of observations,*
- *and how the observations will be recorded.*

☐ Physiological, Anthropometric, Specimen, or related Measurements (e.g., EEG, body composition, blood, and urine)
Describe the procedure used to conduct each measurement. For specimen samples (e.g. blood) make sure to include the 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, educational records, or student writing samples) that will be collected and used.

2015 and 2016 Math Criterion Referenced Competency Test (CRCT) student tests scores for third through fifth grade will be obtained from the elementary principal. In addition, 2015 and 2016 county benchmark math test scores for first and second grades will be obtained from the elementary principal. The scores will be summative and will not contain identifying information.

☒ Survey, Interviews, and Questionnaires (Attach a participant copy of each measure in the addendum. If your survey, interviews, and questionnaires will be administered online, you must answer the Internet Surveys and Research section below.)
For each measure, describe
- *setting,*
- *mode of administration,*
- *and anticipated duration.*

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 2018. The time needed to complete the survey should not exceed 20 minutes.

☒ Internet Surveys and 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 will be randomly generated for each participant. The IP address, which derives from the user's computer or network, will be recorded, but the email address will not be recorded because the invitations to participate will not be distributed through the Qualtrics software. Once the raw data are retrieved from Qualtrics, the IP addresses will be deleted from the dataset.

☐ Audio or Video Recording

Describe the setting and anticipated duration.

3. Is it possible for any of the collected data to be used for future research projects?

☒ Yes ☐ No

SECTION H: 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 no more than minimal and/or greater than minimal risks and protect the participant's welfare.**

   The researcher will ensure that the subjects' confidentiality is 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 2018 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 as a direct result of this research project. (*Note:* Compensation is not considered a benefit).**

   There are not any potential benefits for the individual participants.

4. **Describe the potential benefits to research or practitioner community a direct result of this research project.**

   The anticipated benefits of this study 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 I: CONFIDENTIALITY OF DATA

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

   ☒ Yes ☐ No

   B) If *Yes*, list all demographic information that will be collected. (Check all that apply.)

   ☒ gender ☐ racial classification ☐ age
   ☐ education level ☐ employment status ☒ Other (Specify: major)

   C) If *Yes*, describe how the information will be used.

   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 the *data will be de-identified*, explain the procedures for completing that process.

n/a

D) If *indirect or direct coding*, indicate

- **in what format (e.g., paper or electronic files) will the data be kept,**
- **where will the data will be stored,**
- **how long will the data will be stored,**
- **and how the data will be destroyed.**

The researcher will ensure that the subjects' confidentiality is 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.

E) 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 responses with other preexisting data within a longitudinal database.

F) 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 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.

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

Email Address: smith_sallysue@columbusstate.edu Date: 10/01/2017

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

Email Address: _____ Date: _____