Date: 3-1-2018

IRB #: HSR-17-18-155
Title: 2018 Survey of Former Community College Students
Creation Date: 2-7-2018
End Date: 2-16-2019
Status: Approved
Principal Investigator: Laura Gil-Trejo
Review Board: Exempt Board
Sponsor:

Study History

Submission Type Initial	Review Type Exempt	Decision Exempt

Key Study Contacts

Member Frederick Rose	Role Primary Contact	Contact frose@fullerton.edu
Member Laura Gil-Trejo	Role Principal Investigator	Contact lgil-trejo@fullerton.edu

Initial Submission

Introduction

The aim of the CSUF IRB is to protect the dignity, rights and welfare of human participants in research conducted by faculty, staff, students and others as required in accordance with the federal regulations (45 CFR 46) and CSUF's University Policy Statement (UPS 620.000). The following information must be provided regardless of funding status. Research in which data are collected through the involvement of human participation must not be conducted in the absence of CSUF IRB approval.

IRB REVIEW DETERMINATION

Is the study a systematic investigation, including research development, interviewing, testing and evaluation, and/or designed to develop or contribute to generalized knowledge?

- ✓ Yes
- No

Are data being obtained about living individuals, directly or indirectly?

- ✓ Yes
- No

YOUR STUDY REQUIRES IRB REVIEW AND APPROVAL. PLEASE PROCEED WITH COMPLETING THIS APPLICATION.

WARNING: THERE IS NO AUTO-SAVE FEATURE ON THIS APPLICATION. YOU MUST REMEMBER TO SAVE YOUR APPLICATION AFTER EACH PAGE.

Has this protocol been previously approved by the CSUF IRB?

Yes

✓ No

RESEARCH START DATE

Enter the start date for the research
(Note: Please select a date at lest 2-3 weeks from the current date.)
03/01/2018

Primary Contact Information

Principal Investigator Name

- *If you are the PI, your name should have already auto-filled.*

- *If another faculty or staff will be the PI, delete your name and find the PI's name below.*

Name: Laura Gil-Trejo
Organization: Soc Sci Research Center
Address: 800 N. State College Blvd. , Fullerton, CA 92834-9480
Phone: 657-278-7691

Human Participants Training: ***CSUF IRB requires ALL personnel*** *involved in research to complete CITI training module titled,* ***"Social & Behavioral Research Investigators"*** *to provide training in the ethical use of human participants in research.* ***This includes anyone who will be directly responsible for study management, data collection, consent process, data analysis, transcription, participant recruitment or follow up. Re-training is required every five years****. Additional information can be found on the IRB CITI Compliance Training webpage. For CITI training options, visit the CITI website at https://www.citiprogram.org/. If you have any further questions, contact irb@fullerton.edu.*

Attach CITI Completion Report *(which includes quiz scores and modules completed)*

NOTE: CITI certificates will not be accepted. You must send the CITI graded report.
CITI Completion_Gil-Trejo Expires 12-21.pdf

Primary Contact

- *This can be the same individual as the PI.*
- *Select another individual as your primary contact if that individual will be managing the IRB Submission process on your behalf.*

Find Primary Contact

Name: Frederick Rose
Organization: College of Humanities & SS-NP
Address: , Fullerton, CA 928343599
Phone:

Position at CSUF:

- Student
- Faculty
- ✓ Staff
- Administrator
- Other

Is there a co-investigator(s) involved in the project?

Do not include the faculty advisor in this section.

- Yes
- ✓ No

List additional research personnel not identified above.

Project Type

- ✓ Research

Thesis Publication

Class Project (for publication)

Dissertation/Doctoral Project

Other

Are other institutions involved in conducting this research?

✓ Yes

Please provide the name of the other institution(s) involved in this research.

Davis Research of Calabasas, CA

Please attach all letters of support from each institution/agency involved.

Must be on on official letterhead and signed by appropriate official.
DavisResearch_LetterofSupport.pdf

Has another IRB reviewed and approved this protocol?

Yes

✓ No

IRB approval pending

No

Where will the research take place?

✓ On Campus

✓ Off Campus

Provide the name of the location.

Davis Research of Calabasas, CA

Is this location:

✓ Domestic

International

N/A

Type of Location

Public (park, malls, etc.)

✓ Private (Hospitals, schools, clinics, etc.)

Please attach a letter of support or permission to conduct research at the location. (This should be on organization letterhead indicating that you are allowed to conduct research on the organization's premises.)

DavisResearch_LetterofSupport.pdf

Other:

Please explain:

Additional Information (*If none, state N/A)*

N/A

Funding Information

Funding Status

Unfunded

✓ To be Funded

Funded

Specify Sponsor Program Name

This name should match the title submitted to the funding sponsor.

Sonoma County Junior College District as Santa Rosa Junior College

Contract/Grant account number (*if applicable*)

Provide your **OGC number** *(if applicable)*

6562

Data Collection

FOR EVALUATION PURPOSES, PLEASE CHECK ANY OF THE FOLLOWING THAT APPLY TO YOUR PROTOCOL:

Please check all that apply:

- ✓ Questionnaires or Survey(s) to be Administered
  - ✓ Phone
  - In person
  - Internet
  - Email
  - Postal mail

- Recording of Participants
- Examination of Existing/Secondary Data
- Interviews
- Observation of public behavior
- Participants Primary Language is not English
- CSUF Students as Participants
- Employees as Participants *(CSUF or otherwise)*
- Participants to be Studied at CSUF
- ✓ Participants to be Studied at Non-CSUF Location(s)

Are other institutions involved in this research?

- ✓ Yes

Identify any other institution involved in this research.

Davis Research of Calabasas, CA

No

Exclusion of Women Participants

✓ Exclusion of Children Participants

Please attach all instruments for data collection (questionnaires, interviews, surveys, etc.).

If applicable, include translated version
1803SRO_Instrument_Clean_2-8-18.docx

APPLICATIONS WHICH TYPICALLY REQUIRE FULL COMMITTEE REVIEW ARE INDICATED BELOW

Please check all that apply.

Participants with Disabilities

Children or Minor Participants *(individuals under the age of 18)*
Assent form required

Prisoners, Parolees or Incarcerated Participants

Suicidal Questionnaires and/or Evaluations

Pregnant Participants

Fetal, Placental or Surgical Pathology Tissue(s)

Involves Deception or Manipulation of Participant Behavior or Response

Protocol is of a Sensitive or Controversial Nature

Exposes Participants to Possibility of Physical or Mental Injury/Harm

Alcohol, Smoking, or Drug Related Participation

Involves Attachment of Any Apparatus to the Participants

Physical Exercise Studies

Involves Collection of Blood Samples *(finger pricks/venipuncture)*

Therapist/Client Relationship

Taste Evaluation (wine/alcohol, non-wholesome food, genetically altered food)

✓ None of the Above

DATA COLLECTION

Please check category wherein research will be conducted in one or more of the following

Normal educational practices in commonly accepted educational settings

Educational tests (cognitive, diagnostic, aptitude, achievement) - wherein participant's responses are not manipulated

Collective or study of existing data, documents, records, or specimens

✓ Other:

Please specify:

Telephone survey data collection

Survey, Interview, or Observational Procedures
(please answer the following):

Data will be collected so that responses cannot be identified by persons other that the researcher *(either directly or indirectly).*

✓ Yes

No

Participant responses if known outside of research could increase risk of civil/criminal liability or damage participant's financial standing or eligibility.

Yes

✓ No

Research involves collection of sensitive aspects of participant's own behavior, such as illegal conduct, drug use, sexual behavior or use of alcohol.

Yes

✓ No

Does Research Involve More than Minimal Risk to Participants?

Minimal risk means that the *probability* and magnitude of harm or discomfort anticipated in the research are not greater in and of themselves than those ordinarily encountered in daily life or during the performance of routine of physical or psychological *examinations* or tests. [45 CFR 46.102(i)]

- Yes
- ✓ No

Have the risks involved been minimized and are they reasonable in relation to the anticipated benefits of research ? If more than minimal risk is involved, please explain what additional measures will be taken to ensure participant safety. Explain importance of knowledge that may reasonably be expected regarding risk. *Remember that all protocols involve some degree of risk.* If your protocol employs survey or interview techniques, clearly indicate that participants may choose to not answer any question that makes them feel uncomfortable.

If you cannot identify any risks in this research, *you MUST include the statement*, "This protocol contains no foreseeable risks" on this application and the informed consent document(s).

No more than minimal risk is involved with this survey. Some respondents may have concerns about the confidentiality of their responses. These concerns may lead to a decision to decline to participate in the study, with no ramifications to the individuals involved. Additionally, respondents may chose to skip any questions they feel uncomfortable answering, as detailed in the informed consent portion of the survey. In order to protect against any breach of confidentiality, both the SSRC and Davis Research will use the protocol described in other sections of this form, including maintaining identifying information and data on password-secured servers at each center.

List any anticipated direct and societal benefits to participation in this research project. If none, state that in the space provided below and in the consent form. The benefit of receiving treatment is not necessarily a benefit to participation in the research.

Participants will not directly benefit from their participation in this survey. However, survey results may provide the basis for future improvements to programs within the California Community College system.

Please give a brief summary of the purpose and significance of the proposed research.

Include any scientific need or rationale.

Research staff at Santa Rosa Junior College are interested in exploring the educational and employment experiences of students after they leave colleges within the California Community College (CCC) system, particularly those students involved in Career Technical Education (CTE) programs. They are particularly interested in whether students became employed within their field of study, if their community college coursework positively affected their earning potential, and why students dropped out of CTE programs. This annual effort is known as the CTE Outcomes Survey (CTEOS). A large proportion of students complete the survey online. However, Santa Rosa Junior College has previously relied on the the SSRC to provide support via telephone data collection. To collect the necessary data, Santa Rosa Junior College has contracted with the Social Science Research Center (which has subcontracted with Davis Research of Calabasas, CA) to conduct up to 50,000 telephone surveys of students from all of the California Community Colleges that were enrolled during the 2015-2016 year. The data gathered in this study will help administrators and educators within the CCC system make improvements for future students.

RESEARCH METHOD

Describe your research design (observational, experimental, descriptive, etc.) and explain how the method will address the research question.

The population of inference for the current study is individuals over 18 years of age who were enrolled at one of the California Community Colleges during the 2015-2016 academic year and who have either graduated, completed a program, or stopped attending classes. The SSRC will attempt to obtain completed surveys with at least 50,000 individuals who are members of the population of inference. Thirty-five thousand of these surveys will be completed by the SSRC, while the remaining 15,000 surveys will be completed by Davis Research of Calabasas, CA. The reason for this arrangement is that the SSRC does not have the capacity to complete such a large number of surveys within a limited time frame.

Individuals who are not at least 18 years of age will not be eligible to participate in the current study. Additionally, individuals who were not enrolled as students at one of the colleges in the CCC system during the 2015-2016 year will not be included in the current study as they are not part of the population of inference.

This study will used a listed sample approach. The SSRC will obtain a data file containing the name, student ID, and most recent contact information of 200,000 CCC students who were enrolled during the 2015-2016 year. This list will be provided by Santa Rosa Community College and will serve as the sampling frame for the current study. This list will then be randomized and divided, with the SSRC retaining 70% of cases in the list and the Davis Research taking the remaining 30%.

Describe a detailed description of the research procedure and the activities participants will be asked to perform.

Potential respondents are being asked to participate in a 5 to 10 minute survey about their experiences since they completed a program, left without completing one, or took a break from the college within the CCC system that they attended. This survey will include questions about their reasons for leaving the college (either permanently or temporarily), educational experiences after leaving, and employment experiences while they were enrolled and thereafter.

Who will conduct the procedures?

Telephone interviewers at the SSRC and Davis Research of Calabasas, CA will contact respondents by phone to participate in the study.

Participant Information

Please check all that apply

- ✓ Male
- ✓ Female
- ✓ Other Gender(s)
- Children ages 0-3
- Children ages 4-17
- ✓ Age 18 and over
- Pregnant Women
- Prisoners, Parolees, or Incarcerated Participants
- Participants with Disabilities
- CSUF Employees
- Fetal, Placental or Surgical Pathology Tissue(s)

Provide the *maximum* number of participants to be included in this study.

50,000

Explain rationale for any participant exclusion:

Individuals who are not at least 18 years of age will not be eligible to participate in the current study. Additionally, individuals who were not enrolled as students at one of the colleges in the CCC system during the 2015-2016 year will not be included in the current study as they are not part of the population of inference.

Methods of Recruitment of Participants

Check all recruitment/advertisement methods

- [ ] Person to person solicitation
- [x] Phone
- [ ] Postal Mail
- [ ] Email
- [ ] Poster/Flyer
- [ ] Media (TV, newspaper, radio, website)
- [ ] None
- [ ] Other

Please attach any materials used in recruiting participants (i.e. advertisements, flyers, newspaper ads, recruitment scripts/text).

Who will be doing the recruiting?

Telephone interviewers will identify themselves as employees of the Social Science Research Center or Davis Research collecting information on behalf of the college that the respondent attended within the California Community College system.

Where will participant recruitment take place (e.g. in the classroom, at a public or private setting, participant's place of work, etc.)?

Recruitment will take place by telephone, with SSRC and Davis Research Interviewers contacting households from a combined list of students from California Community Colleges who attended during the 2015 - 2016 academic year.

Will participants be compensated?

Yes

✓ No

It is the responsibility of the investigator to assess comprehension of the risks and benefits of participation in the research and only enroll participants who can demonstrate understanding of the research study (45 CFR 46.116). The federal regulations require that consent be in language understandable to the participant. If participants do not comprehend English, translated consent forms are required, or the use of short forms with an oral explanation can be accepted. For additional guidance regarding the consent and assent process, please visit Consent vs. Assent.

Cover Letter Consent

- A cover letter consent is typically used for survey research wherein researcher, in lieu of having potential participants sign a consent form; cover letter must state the following *"by completing the attached survey you are agreeing to participate in this research study."*

Non-English Speaking Participants

- If you are including non-English speaking participants, you must provide native language forms, describe procedures for obtaining informed consent and answer the following questions.

Who will be obtaining informed consent? (for example, the PI or a research assistant, etc.)

Telephone interviewers will identify themselves as employees of the Social Science Research Center or Davis Research collecting information on behalf of the college that the respondent attended within the California Community College system.

When will participants be asked to participate and sign the consent form *(or be given the opportunity to agree to consent)*?

Potential respondents will be read the following statement upon answering a call from the SSRC or Davis Research: "Hello, I'm calling from the [Social Science Research Center/Davis Research] at/in [Cal State University, Fullerton/Calabasas, CA] on behalf of [INSERT COLLEGE NAME]. Our records indicate you were taking classes at [INSERT COLLEGE NAME] in the 2015-2016 year. [INSERT COLLEGE NAME] wishes to improve their services, so we would like to ask you for some feedback. The survey takes 5 to 10 minutes to complete. This study involves no more than minimal risk, and there are no known harms or discomforts associated with this research study beyond those encountered in daily life. This study is completely voluntary, and you are free to decline to answer any survey question, to decline to participate entirely, or to stop participating at any time with no penalty to you. Your identity and your responses will remain completely confidential to the extent permitted by the law. Only research staff at the [SSRC/Davis Research as well as researchers at the Social Science Research Center at Cal State Fullerton] will have access to the data collected during this survey, and the data provided to [INSERT COLLEGE NAME] will contain no identifying information. Neither our director nor the staff at [INSERT COLLEGE NAME] have any financial interest in the results of this study, and the research is being done solely for academic purposes. If you have questions about your rights as a research participant or general questions about the study, I have some numbers I can provide you.[IF REQUESTED]: You may contact California State University, Fullerton Regulatory Compliance Coordinator at (657) 278-7719, or the Institutional Review Board (IRB) Chair at (657) 278-5062. For any other questions about the study, contact Laura Gil-Trejo at 657-278-7691. The results of the study will be published online at cteos.santarosa.edu. May we please have a few minutes of your time for this study?" If person agrees to begin, it will then be confirmed that the person is 18 years of age or older. "Are you 18 years of age or older?" Affirmative responses to both of these questions will be taken as consent to proceed with the survey.

Will all participants consent for themselves?

✓ Yes

Attach a copy/copies of the consent form, including non-English versions.

2018SurveyofCaliforniaCommunityCollegeStudent_InformedConsent.docxSample documents: Informed Sample Consent Template-updated CANRA11.17.docx

No

Will assent be obtained? (For research involving minors.)

Yes

✓ No

Are you including an interpreter?

Yes

✓ No

Explain how consent forms are sufficient without an interpreter.

The survey will only be completed with those individuals who can complete the survey in English.

CONFIDENTIALITY AND ANONYMITY

NOTE: A study cannot be both confidential and anonymous.

Please take note:

Anonymously *means that no identifying information such as name, address, phone number, etc will be collected that can be linked to the study data. Data is not collected anonymously if there is a code linking it to personally identifiable information, or if participants will be photographed, audio, or video recorded.*

Confidentiality refers to how the participant's identifiable data will be handled, managed, stored, and, if applicable, disseminated.

Privacy *refers to having control over the extent, timing, and circumstances of sharing oneself (physically, behaviorally or intellectually) with others. The researcher must consider how information from or about research participants is accessed or acquired.*

Will data be collected anonymously?

Yes (data will be collected anonymously)

✓ No (data will be identifiable)

Will data be collected confidentially?

✓ Yes

How will confidentiality be maintained?

All interviewers are carefully trained, supervised, and trusted members of the SSRC and Davis Research staff who also work on a variety of other research projects. Training at the SSRC is carried out by the full team of supervisors as well as the SSRC's Research Operations Coordinator, who oversees various aspects of data collection, including compliance with best research practices and IRB standards. The training also includes completion of the CSUF IRB tutorial and more in depth discussion of the importance of respondent confidentiality and other important research practices. Supervisor and peer monitoring occur regularly and respondent privacy is a primary consideration. The interviewing staff does not have access to any information after an interview has been completed. Training at Davis Research is carried out by a team of supervisors, who oversee various aspects of data collection, including compliance with best research practices and IRB standards. The training also includes in depth discussion of the importance of respondent confidentiality and other important research practices. Supervisor and peer monitoring occur regularly and respondent privacy is a primary consideration. The interviewing staff does not have access to any information after an interview has been completed. The telephone numbers of potential respondents will be maintained in electronic format on password-secured servers at the SSRC. At the SSRC, it is not possible for anyone other than Social Science Research Center Management staff, accessing password-protected files on a server physically located in the SSRC and not linked to the campus networks, to access this information. At Davis Research, all study data is stored on password protected servers with hard drives that utilize FIPS 140-2 standard encryption in a locked server room on Davis Research premises (located at 23801 Calabasas Rd, Calabasas, CA 91302). This protects the data at rest from unauthorized access and tampering. Access to files, both internally and for transfer, is granted to only those user accounts with a project requirement for access. These accounts are protected by complex passwords including a combination of numbers, letters and special characters and are active only for the duration of the project. Davis' Chief Information Security Office Bob Davis will architect the data transmission process and act as the custodian of the data throughout survey administration and data processing. Data files will be transmitted using secure electronic transfer protocols such as SFTP or HTTPS. These protocols provide bidirectional encryption of communications between a client and server, which prevent eavesdropping and tampering with the contents of the communication. No identifying information (telephone number, in this case) will be imported into the finished database. Upon completion of the survey in August of 2018, telephone numbers associated with this project will be destroyed.

No

If a participant signs a consent form and/or identifiers are obtained by researcher, anonymity cannot be promised. *You must explicitly state on consent forms the following statement*: **"Confidentiality will be provided to the extent allowed by the law."**

DATA STORAGE, PROTECTION, & DESTRUCTION.

Complete data collection used in this study.

✓ Consent forms

Methods of protection and location of data storage

Check all that apply

- Locked Office (not private)
- Locked Cabinet
- Locked Private Office
- Coded to a Master List
- ✓ Password Protected Computer
- ✓ Encrypted Data
- ✓ Fire Wall System
- Other (*including residence, etc.*)

✓ Data (transcripts, survey/coded sheets)

Methods of protection and location of data storage

Check all that apply

- Locked Office (not private)
- Locked Private Office
- Locked Cabinet
- Coded to a Master List
- ✓ Password Protected Computer

✓ Encrypted Data

✓ Fire Wall System

Other (*including residence*)

Audio and/or video

Location of Data

Complete address including, building and room number if applicable:
Data will be stored at the Social Science Research Center at 800 N State College Blvd., Fullerton, CA 92831 in the CSUF Data Center and at Davis Research at 23801 Calabasas Rd. Ste #1036, Calabasas, CA 91302

Will research data or specimens be destroyed at the end of the study?

Yes

✓ No

How long will data be retained?

Please note that Federal guidelines require that data be maintained for a minimum of three years after the completion of the study.
At the conclusion of the current study, a data file stripped of identifying information will be delivered to Santa Rosa Junior College, and all data associated with this project held by the SSRC and Davis Research will be destroyed three years after the conclusion of the study.

Digital data must be stored on password protected computers. If your protocol includes collection of audio or video taping, explain how audio and/or video data will be destroyed:

Is the research controversial? Is there a possibility your research will generate public concern?

Yes

✓ No

Debriefing

Does your protocol include debriefing at the end of your data collection?

Yes

✓ No

CONFLICT OF INTEREST

Federal guidelines emphasize the importance of assuring there are no conflicts of interest in research projects that could affect the welfare of human participants. Reporting of financial interests is required from all individuals responsible for the design, conduct or reporting of the research. If this study involves or presents a potential conflict of interest, additional information will need to be provided to the IRB.

Examples of conflicts of interest may include, but are not limited to:

- A researcher participating in research on a technology, process or product owned by a business in which the researcher or family member holds a significant financial interest or a business interest.
- A researcher participating in research on a technology, process or product developed by that researcher or family member.
- A researcher or family member assuming an executive position in a business engaged in commercial or research activities related to the researcher's university responsibilities.
- A researcher or family member serving on the board of directors of a business from which that member receives university supervised sponsored research support.
- A researcher receiving consulting income from a business that funds the researcher's own research.
- A researcher receiving consulting income from a business that could benefit from the results of research sponsored by a federal agency (e.g., NIH).

Does the PI, Co-PI, or any other person responsible for the design, conduct, or reporting of this research have an economic interest in or act as an officer or director of any outside entity whose financial interest would reasonably appear to be affected by the results of the study?

Yes

✓ No

NOTE: **DO NOT START DATA COLLECTION UNTIL YOU HAVE RECEIVED APPROVAL AND/OR APPROVED CONSENT FORMS** (*FOR USE IN YOUR STUDY*) **FROM THE CSUF IRB**. IF REVISIONS OR OTHER INFORMATION ARE NEEDED IN ORDER TO APPROVE YOUR PROTOCOL, YOU WILL BE ADVISED AND GIVEN ANY OPPORTUNITY TO SUBMIT ANY REQUESTED ITEMS FOR FURTHER REVIEW TOWARDS APPROVAL. **APPROVAL IS NOT OFFICIAL UNTIL YOU ARE IN RECEIPT OF THE CSUF IRB APPROVAL NOTICE AND APPROVED CONSENT FORMS** *(IF APPLICABLE)* **FOR YOUR STUDY.**
