



Administrative Policy

Policy Title:	Institutional Review Board/Survey and Focus Groups
Policy Number:	3030
Date Adopted:	01/141/2021
Version:	2.0
Review Cycle:	Biannual
Date Last Reviewed:	3/1/2023
Office Responsible:	Institutional Research & Effectiveness/Academics
Reviewing Committee:	N/A
Related Policies:	N/A
Related Laws:	N/A

Policy Summary

The purpose of this policy is to provide and be in compliance with Jackson College's duty to ensure the ethical treatment, rights and welfare of all human participants and subjects. The following policy states the process to conduct research on prospective students, current students, alumni, faculty, staff administrators, employers, community members and other stakeholders within the Jackson College Community.

Scope

This policy applies to all research requests, surveys, and focus groups from internal individuals (staff, faculty, administration, and students) and external individuals and organizations.

Policy Statement

Individuals interested in conducting any human subject research are required to submit a request to the Director of Institutional Effectiveness and Reporting (IRE). The Director of IRE will review the request. If warranted the director will first have the executive committee of the Institutional Review Board to an initial review. If the executive committee feel that a deeper review is necessary, they will then call in the full Institutional Review Board.

More specifically as part of the review, the Institutional Review Board will:

- Review all planned research involving human subjects prior to the research being conducted.
- Assess the risks and benefits of proposed research and ensure that risks to human subjects are kept to an absolute minimum and are justified by potential benefits of the research.
- Ensure the confidentiality of information obtained from research subjects to the extent allowed by law.
- Comply with 45 CFR Part 46 and all applicable state and federal laws.



- Ensure that the proposed research is in compliance with the terms of existing JC memorandums of agreement and memorandums of understanding, such as the required method of data delivery, what data is acceptable to share, the format used for sharing data, etc.
- Advise investigators in designing research projects in a manner that minimizes potential harm to human subjects.
- [Human Subject Regulations Decision Charts](#) from the U.S. Department of Health and Human Services will aid in the decision-making process.
- Monitor approved research to ascertain that human subjects are indeed protected.
- Provide any recommendations needed to the Board of Trustees, President, and/or Leadership Council.

Following the Institutional Review Board's review, the group requesting the research will receive an exemption, modification of research, approval, or denial statement.

Survey and focus groups approved by the IRB committee will go through the following process to insure the following.

- Survey/Focus group design, administration, analysis, and reporting are methodologically sound.
- Survey/Focus conducted on behalf of the College adhere to high and consistent standards of quality that maintain the integrity of the College's reputation and brand.
- Minimize collection of duplicate data and "survey fatigue" by combining data collection needs whenever possible and appropriate, and managing the number and timing of multiple surveys to the same group of respondents.
 - Ensure appropriate distribution and use of survey results.
 - Maintain a thorough and accessible record of survey tools and results.

Results of all surveys and focus groups will be reviewed by the Survey Collaborative Committee. The Committee will then send recommendations to the TCS committee for further discussion and implementation.

<u>Date Of Change</u>	<u>Description of Change</u>	<u>Responsible Party</u>
01.14.21	New policy	Academics/IRE
03.01-2023	Review – Edits to combine Survey/Focus Policy #3125 with the IRB policy #3030	Institutional Effectiveness & Reporting