

WHERE TO GO FOR MORE INFORMATION

RESEARCH OFFICES

Each College and the District have a Research Office with research staff responsible for supporting institutional research efforts.

CAMPUS FACULTY RESEARCHERS

American River College, Cosumnes River College and Sacramento City College have a designated faculty member who receives release time to conduct research on teaching, student learning, assessment and other topics. Faculty Researchers are an additional resource on the research staff at these three colleges.

RESEARCH OFFICE CONTACT INFORMATION:

ARC

Research Office: (916) 484-8679
<http://research-web.arc.losrios.edu/>

CRC

Research Office: (916) 691-7385
<http://research.crc.losrios.edu/>

FLC

Research Office: (916) 608-6525
<http://irweb.losrios.edu/FLC/flc-res.htm>

SCC

Research Office: (916) 558-2511
<http://www.scc.losrios.edu/~sccro/welcome.html>

LRCCD

Office of Institutional Research
(916) 568-3131 **OR** IR@losrios.edu
<http://irweb.losrios.edu/>

8/26/05

LOS RIOS COMMUNITY COLLEGE DISTRICT



1919 Spanos Court
Sacramento, CA. 95825

Phone: (916) 568-3131
E-mail: IR@losrios.edu

Los Rios Community College District

GUIDELINES FOR PERSONS NOT EMPLOYED BY LRCCD WHO WISH TO CONDUCT RESEARCH ABOUT OUR STUDENTS OR COLLEGES

AMERICAN RIVER COLLEGE
COSUMNES RIVER COLLEGE
FOLSOM LAKE COLLEGE
SACRAMENTO CITY COLLEGE



TEL: (916) 568-3131

GUIDELINES FOR PERSONS NOT EMPLOYED IN LRCCD WHO WISH TO CONDUCT RESEARCH ABOUT OUR STUDENTS OR COLLEGES

INTRODUCTION

These guidelines provide an overview of your responsibilities in requesting permission to conduct research in the LRCCD or one of its colleges. This guide is for university students and/or their faculty as well as external agency researchers wishing to conduct research about a Los Rios college or its students. Employees of LRCCD working on research or a doctoral dissertation that is not sponsored by the Los Rios District or College are included under these guidelines.

REQUIREMENTS FOR SUBMITTING A PROPOSAL

If a request relates to a single-college study, it should be submitted to the Dean responsible for research at the college. Requests related to more than one Los Rios college should be submitted to the Director of the district Office of Institutional Research. In both cases, a formal research proposal using the LRCCD External Research Request form must be submitted including the following attachments: university/external agency approval including a copy of your approved guidelines for human subjects in the research; an abstract of the proposed research; draft survey instrument or interview protocol; and/or a sample consent form that you will be asking participants to sign, as appropriate, depending on the nature of your study. Your proposal will be reviewed for consideration of approval based upon college/district criteria.

REQUIREMENTS OF INVESTIGATOR UPON PROJECT APPROVAL

Ensure that the research participant is not at risk: This means that the questions you ask or the tasks that the participants are expected to complete will in no way harm them. Care must be taken to ensure that questions are not loaded, insensitive or biased in any way. Careful piloting of questions is required.

Ensure that participants have given their informed consent: Informed consent implies that the research participants have been informed with regard to what will be required of them, as well as any danger or risk (physically or psychologically) they may face. The participants must know that they have the right to opt out or refuse to participate at any time during the research.

Protect the Anonymity/Confidentiality of the Participants: Every research project involving human subjects -- particularly those that gather or utilize personal and/or sensitive data -- should have procedures in place to protect the participants' confidentiality and/or anonymity. The investigator must ensure that all data will be reported at the aggregate level *only*, i.e., no individuals (students, faculty, staff, etc.) will be identified. In order to preserve individual anonymity, in a case where there is a small "n" (less than 5 records) which might reveal the identity of individuals, the researcher(s) will not make the data available. Upon completion of the research study, all data files that contain individual identification data must be destroyed.

Research Approval Is for a One-Year Period: Approval to conduct research is for a one-year period. Research activities that must last over one year are subject to annual review. It is the investigator's responsibility to inform the college or district research office that the project has been completed or that they wish to renew the research request. Renewal requires a brief status report about the research. Prior to publication, a copy of the research report will be shared with the research office approving the study.

Changes to the Research Project or Its Design: If, during the course of any research project, a change in design is made such that the research methods or techniques are different or the risk/benefits balance have been altered or the informed consent is modified in some way, the college or district research office must be informed in writing for subsequent approval prior to proceeding with the research.

WHAT YOU MUST SUBMIT FOR APPROVAL

1. LRCCD External Research Request form
2. An abstract of the proposed research
3. Copy of university/agency research approval, including approved guidelines for human subjects in the research
4. Consent form for participants (if appropriate)
5. Draft survey instrument and/or interview protocol (if appropriate)

WHERE TO SUBMIT YOUR PROPOSAL

Research Involving More than One LRCCD

College: Contact the LRCCD Director of Institutional Research at:
916)-568-3131 **OR** by e-mail to:
IR@losrios.edu

American River College: Contact the Dean of Planning, Research and Development at:
(916)-484-8307

Cosumnes River College: Contact the Dean of Instruction and Student Learning at:
(916)-691-7329

Folsom Lake College: Contact the Vice President of Instruction at:
(916)-608-6503

Sacramento City College: Contact the Dean of Planning, Research & Institutional Effectiveness at:
(916)-558-2512