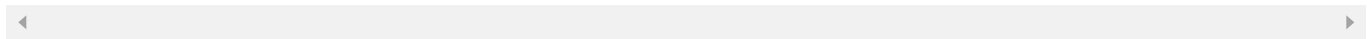


#406000001 - Beginning College Survey of Student Engagement

Submission Type	Review Type	Status	Time in Current Status
Amendment	Expedited	Merged Amendment	Since February 23 – 20 minutes



Protocol Amendment Form

Amendment Request

4000

Select your Protocol Type

Expedited/Full Board

4012

Amendment Number

A029

4001

Select the types of changes being made.

Personnel update

Other changes

4002

Does this amendment include a change in PI?

No

4003

Select the appropriate status of the study.

Open to Enrollment – Enrollment continues

4004

Describe the changes being made.

We are requesting changes to personnel, survey hosting and data security, and adding new experimental items for this year only (removing last years experimental items).

4005

Why are these changes being made (i.e. what is the rationale for these changes)?

Personnel change is necessary given the change in personnel. The survey hosting and data security change is due to our new license agreement with Qualtrics. New experimental items are typically added each year, with the previous year items removed. The purpose of these additional items for 2021 is to collect important information regarding how the pandemic has impacted students entering colleges and universities across the country. The new experimental items for 2021 are uploaded in the attachments section.

4006

Will any previously enrolled subjects be informed of these changes?

No

4011

Explain why subjects will not be informed.

None of these changes will impact prior subjects.

General Information

Principal Investigator

McCormick, Alexander

Affiliation Type

IU

Training

Behavioral/Social Science Researcher - Stage 1 - CITI 08/13/20 - 08/12/25

COI Disclosure

Status: Approved

Personnel Attachments

Protocol Type

Select Protocol Type

Expedited

Participant Type

Participant Information

Participant Type
Children

Participant Number

Participant Type
Total

Participant Number

999999

Organizations

Organizations List

Organization

INDIANA UNIVERSITY

Funding

Will the study be funded, fully or partly by, any of the following sources (this includes pass through funding)? *Select all that apply.*

No external funding

Conflicts of Interest

q134

Are any of the investigators listed in the personnel section aware of an institutional conflict of interest which could affect or be affected by this research?

No

q24901

Do any of the investigators listed in the Personnel section (or

their immediate family members) have a significant financial interest which could affect this research?

No

q24905

Does the Principal Investigator affirm all investigators listed as personnel on this protocol have agreed to participate in this project, are aware of their status and role, and have been adequately trained to participate in the project?

Yes

A-Level of Review

q720

Does any research activity in this study present more than minimal risk to human subjects?

No. The research may qualify for Expedited review if all research procedures fall into one of the categories below.

q721

Check all category(ies) which apply to this research.

Category 7 - Research on individual or group characteristics or behavior, or research employing survey, interview, oral history, focus group, program evaluation, human factors evaluation, or quality assurance methodologies

q23340

Would identification of subjects and/or their responses reasonably place them at risk for any of the following (check any that apply):

None

B-Lay Summary Research Design

q22122

Describe the purpose of this study in lay terms, including research question(s) and hypothesis.

Since 2007, the Beginning College Survey of Student Engagement (BCSSE) has investigated, on an annual basis, entering first-year college students' high school experiences and their expectations for engagement in educational practices during their first year of college. Starting in 2019, the survey will also include entering transfer and delayed entry students. Most of the items in the BCSSE instrument represent empirically-confirmed "good practices" in undergraduate education. That is, they reflect behaviors by students that are associated with desired outcomes of college. Results from BCSSE are also linked with data from the National Survey of Student Engagement (NSSE) (0709000079R008). Thus, many of the items are adapted from NSSE to allow for valid comparisons by institutions that participate in both projects. The results of the administration of the BCSSE will provide an estimate of how students entering college spent their time in high school and how they expect to be engaged in educationally effective practices in college. The study takes place on each individual college campus that registers to participate. There are two versions of the survey (paper and web). Officials at each campus are responsible for administering the survey in an effective and appropriate manner with respect to human subject compliance.

q22123

List and describe all research interactions and/or interventions, including the frequency and duration of procedures, and length of participation for individual subjects.

All participants are asked to complete the BCSSE core survey. The BCSSE survey takes about 15 minutes to complete. Participants only respond to the survey one time. There are three versions of the BCSSE survey instrument. Each version is described below, with any differences between the instruments also explained. The three different core survey versions are: 1. Paper survey in U.S. English 2. Web survey in U.S. English, 3. Web survey for

English-speaking students at Canadian institutions. All survey versions are designed to measure the same educational activities consistent with the way these questions are asked at U.S. institutions. In the case of the Canadian version of the survey, some terms were changed and previously approved by IRB to more accurately reflect the Canadian educational system. Three versions of BCSSE survey

1. U.S. English version. [Paper]. BCSSE surveys in a print format are sent to each participating institution for local administration.
2. U.S. English version. [Web]. BCSSE survey in a Web-based format. Students log on using provided institutional codes.
3. English-speaking students at Canadian institutions. [Web-only]. Most survey items are the same as the U.S. version, but the wording was changed in a few cases to reflect cultural differences (e.g., conceptions of race and ethnicity are different) and differences between the two post-secondary systems (e.g., college generally refers to a community college or technical school, so references to college are replaced with university).

q23358

Will any non-English study documents be uploaded?

No

q24919

Is this research funded by, or has a funding application been submitted to, a federal agency? This includes federal pass-through funding.

No

q23234

List inclusion criteria - eligibility criteria for subjects.

Eligible students are defined by each institution. Generally entering first-year, transfer, or delayed-entry students at colleges and universities that register for the annual survey administration.

q23235

List exclusion criteria (any criteria which would exclude otherwise acceptable subjects).

Institutions may decide to exclude other accidental subjects. For instance, a university may want to only survey their honors college first year students, therefore excluding all other first year students.

q23346

Will subjects be paid for their participation in the study? Payment includes reimbursement of expenses (other than compensation for injury).

Yes

q23347b

Describe the payment arrangement, including amount and timing of disbursement.

Not all institutions use incentives. Institutions choosing to offer survey incentives are responsible for the arrangement, timing, and disbursement. Incentives for survey participation vary based on institutional decisions about what they believe will be effective for their campus. Some institutions offer a small incentive for each participant, such as a bookstore gift certificate, with values ranging from \$5-10.

q23348

Justify the proposed payment arrangement described above, specifically why payment does not provide undue influence for subject participation.

Incentives for participation are not allowed that would withhold from students rights and privileges to which they would otherwise be entitled if the survey was not being administered (e.g., holds on registration or housing sign-ups are not allowed). The value of incentives is limited so that non-participation would not be perceived as a hardship by students who would prefer to decline participation.

q23349

Will partial payment be provided if the subject withdraws prior to completion of the study?

Yes

q23351

Explain the plan for providing partial payment.

Depends on how eligibility for the incentive is determined by the institution. For instance, an institution might determine that students who only partially complete survey are eligible, where another institution might determine that only those that submit the final screen are eligible.

q23352

Does this research involve (choose all that apply):

- the STUDY of any of the following products (regardless of FDA approval status). "The study of" means at least one objective of the study is related to obtaining data about the product
- USE of any of the following products which have not been cleared or approved by the FDA for use in the US
- USE of any of the following products for open label extension, treatment, or compassionate use

NONE

q23454a

This research involves (check all that apply):

None of the Above

q25049a

Is this research considered a prospective clinical study?

No

q30000a

Is this community-engaged research?

No

C-Sites and Collaborations

q700

Are there additional locations of research, not already listed?

Yes

q701c

Provide the name of the site, including city and state.

About 120 and 150 colleges and universities participate in BCSSE each year. Because the specific list is subject to change, this URL is the best source for current information about participating institutions:
<http://nsse.indiana.edu/html/participants.cfm>

q702

Is any research taking place outside the United States?

Yes

q703b

List each country:

Canada (occasionally, not every year)

q704

Are you requesting that IU provide IRB approval for any researchers who are NOT IU affiliates?

No

q710a

Is this a multi-center study or multi-site clinical trial?

No

D-Recruitment Methods

q23236

Describe how potential subjects will be initially identified.

Each institution determines who is eligible to participate. The institution then choose how to administer the survey, either via email or in a group administration.

q30002

Check any of the following sources of information which will be used to identify potential subjects.

Student data

Other

q30002C5Text

Explain the Other source(s) of information which will be used to identify potential subjects.

enrollment records of each institution. Institutions are solely responsible for identifying potential subjects.

q30003

Describe how potential subjects will be initially contacted.

School officials administer the survey to in-coming students as part of their orientation or welcoming process. Institutions may promote the survey indirectly through email, newspaper advertisements, flyers, or class announcements that notify students that the survey is being administered and that the results are important for institutional improvement. Staff at each campus will contact the students regarding participation in BCSSE by either an email invitation (see uploaded in Notes and Attachments tab) or the survey will be distributed in a in-person group format. An Informed Consent Statement will be given to students either in paper form (for the paper survey) or via the first screen of the web survey for those completing the online version. Institutions administering in a group format (paper or web), typically administer the survey in a classroom, auditorium, or computer lab. Students are provided the URL (either via their email account or in person) for access to the web survey or the student is provided the paper version of the survey with the informed consent. Instructions for group administration are included in the both the paper and web administration instructions (see uploaded in Notes and Attachments tab). These instructions include, among other things, that "Campus staff administering the survey must not convey any message, implicitly or explicitly, to the student that they are required to complete the survey or that there is any penalty for non-completion. Instructions to the student cannot contradict the informed consent".

q30003

q23237

Check any of the following recruitment materials which will be used to contact potential subjects.

Direct Mail/Email

Flyers/Brochures

Website

Social Media

Other

q23237C7Text

Explain the Other recruitment material(s) which will be used to contact potential subjects.

Any of those checked above could be used by an institution to build awareness of the survey

q25426b

Select any of the following circumstances which apply to this research.

None of the above.

q23245

Would participation in this study preclude subjects from participating in other research studies?

No

E-Risks Benefits Protections

q23296

List and describe (in lay terms) the potential risks to which subjects may be exposed as a result of their participation in the research.

BCSSE collects, stores, and reports back to the institution student self-reported personally identifiable data. Students are explicitly instructed on the paper and web versions of the survey not to report their social security number. BCSSE has programmed the web survey to recognize numbers could

number. BCSSE has programmed the web survey to recognize numbers could be a social number and to delete it from all records. When paper surveys are scanned, any students identifiers can could possibly be a social security is deleted from the records. The only anticipated risk due to participation would be the possible loss of confidentiality of the responses as part of the data distribution process. The consequences of such loss of confidentiality would be minimal due to the nature of the questions asked on the BCSSE survey, which do not cover topics that would generally be considered of a sensitive nature. Survey questions are not of a nature that would tend to embarrass students or place them at risk of physical, psychological, social, or legal harm.

q23297

Describe procedures for protecting against, or minimizing, the potential risks listed above. Include any procedures that are already being performed on subjects for diagnostic, treatment, or standard purposes.

BCSSE makes every effort to maintain the confidentiality of student data, and the institutions that receive data files with identifiable student data are bound to protect student privacy under the terms of the Family Educational Rights and Privacy Act and other privacy requirements. Please see the next question for how confidentiality will be protected.

q23299

Explain how research data will be protected so that only approved persons have access to subjects' identifiable data (i.e. confidentiality of data).

BCSSE entered into an agreement to license the Qualtrics CX Dashboard. The use of the Qualtrics survey (XM Platform) is already licensed by the Indiana University System. As such, UITS previously completed the Higher Education Cloud Vendor Assessment Tool (HECVAT) for licensing with Qualtrics (see description of HECVAT below). In addition, UITS reviewed and approved the BCSSE SSSP Request for licensing the Qualtrics CX dashboard. IU Center for Post Secondary Research staff access to BCSSE data is limited to investigators listed in this application. Up to three individual staff at each participating institution are authorized as BCSSE contacts. Any requests by any non-project investigators or authorized institutional staff for institutionally identifiable data transfer must be authorized by the BCSSE PI

institutionally identifiable data transfer must be authorized by the BCSSE IT and the institutionally authorized staff. HECVAT description "In order to protect the institution and its systems, vendors whose products and/or services will access and/or host institutional data must complete the Higher Education Cloud Vendor Assessment Tool. Throughout this tool, anywhere where the term data is used, this is an all-encompassing term including at least data and metadata. Answers will be reviewed by Institution security analysts upon submittal. This process will assist the institution in preventing breaches of protected information and comply with Institution policy, state, and federal law. This is intended for use by vendors participating in a Third Party Security Assessment and should be completed by a vendor."

q23300

Explain how subjects' physical privacy will be protected, both during recruitment/screening and during participation in the research.

Given the minimal risk nature of this study and that the survey questions are not of a nature that would place a subject in physical harm, there is no specific efforts being made to protect the physical privacy associated with the survey.

q23301

Is there a potential for subjects to benefit directly from participation in the study?

No

q23303

State the potential benefits or information which may accrue to SCIENCE or SOCIETY in general as a result of this work.

At the national level, information produced by BCSSE complements other sources of information about the quality of undergraduate institutions. BCSSE

provides prospective students, parents, alumni, institutional officials, state policy makers, governing board members, faculty, and others information about how students expect to spend their time, which is an important predictor of the extent to which they will benefit from attending college

predictor of the extent to which they will benefit from attending college. Participating institutions have a basis for evaluating the performance of their students and the extent to which students engage in activities consistent with good practice in undergraduate education. Participating institutions are able to use the information to identify areas in which additional institutional effort is needed to improve the undergraduate experience.

F-Data Safety Monitoring

q23304

Describe the provisions for monitoring the data to ensure the safety of subjects.

Subject withdrawals and any complaints will be monitored to ensure that study procedures do not result in unanticipated distress to participants

G1-Children

q22116

Select the category below which best applies.

45 CFR 46.404: Research not involving greater than minimal risk to children.

q23199

Will you be enrolling foster children or children who are considered wards (i.e. who have been placed in the legal custody of the State or other agency, institution per local, state, or federal law)?

No

H-Informed Consent

q901

Will all or some subjects consent to participate in the research?

All subjects (or their legally authorized representative) will consent to participate in the research

q909

For those subjects who will consent to participate, explain how subjects (or subjects' legally authorized representative) will be presented with the information needed to decide to participate, including all elements of informed consent.

They will be presented with the informed consent as the first screen prior to the start of the online survey (web version only). For those completing the paper version of the survey, the informed consent will be provided along with each copy of the survey.

q903

Describe any informed consent tools which will be used to present information to potential subjects (i.e. consent documents, videos, brochure, drug/device information, etc) and how they will be used.

The informed consent is the first screen prior to the start of the online survey (web version only).

q925

Describe the timing of the informed consent process, including how you will ensure potential subjects have sufficient opportunity to discuss and consider participation before agreeing to participate in the research.

Depending on the institution, students will be asked to complete the survey during various times including orientation, welcome week, or via email. Students are instructed that their participation is voluntary.

q30127a

Will you include all required elements of consent in your consent process?

Yes

q921

Indicate in what language(s) the consent conversation will be conducted.

English

q926

Explain how you will ensure potential subjects understand the information you have presented to them before they agree to participate in the study.

The ICS is written in plain, simple English that should be understandable to college students.

q929

Briefly describe any training provided to investigators who are obtaining informed consent.

Those responsible for administering the survey on each campus are provided with instructions on how to administer the survey either via email or in a group format. The instructions stress to the proctors that participation in the survey is voluntary.

q931

Does the research include any minimal risk procedures to which subjects will not consent?

No

q23678a

For those subjects who will consent to participate, choose whether the consent process will be documented by a written signature from subjects.

~~Signature from subject:~~

No subjects will provide a written signature as documentation of consent.

q23760a

Since no subjects will provide a written signature as documentation of consent, a waiver of documentation of consent is required. Choose the option which most appropriately applies to your study.

The research presents no more than minimal risk of harm to subjects AND involves no procedures for which written consent is normally required outside of the research context.

J-Child Assent Parent Consent

q23808

Can children provide legal consent for themselves to participate in this study?

No children can provide legal consent for themselves.

q936

Will consent be obtained from subjects' parents/guardians? Select both options if consent will be obtained from some parents but not all.

No. I am requesting a waiver of parental consent.

q942

Choose the option which most appropriately applies to your

study.

Parental/guardian consent cannot be practicably obtained.

q943

Explain how the research involves no more than minimal risk to the subject.

Student responses to questions asked on BCSSE pose no risk to children. The only anticipated risk due to participation would be the possible loss of confidentiality of the responses as part of the data distribution process. The consequences of such loss of confidentiality would be minimal due to the nature of the questions asked on the BCSSE survey, which do not cover topics that would generally be considered of a sensitive nature. Survey questions are not of a nature that would tend to embarrass students or place them at risk of physical, psychological, social, or legal harm.

q944

Explain how the waiver will not adversely affect the rights and welfare of subjects.

Given the protocols and procedures in place, the rights and welfare of subjects will not be adversely affected in any way.

q945

Explain how the research could not be practicably carried out if informed consent were required.

BCSSE is administered to incoming first-year college students during new student orientations, welcome week activities, or at other times prior to or at the onset of their first term/semester on campus. Parents are not usually present with their child during the time of administration of the survey.

q30004i

Explain why the research could not be practicably carried out without identifiers.

Data collected by BCSSE are used by institutions for at least three reasons. One is for academic advising. Without identifiers, the institutions would not be able to provide the advising reports to divisors for use with their advisees. Two is that many participating institutions do both BCSSE and NSSE. The

identifiers allows institutions to link the data at the student-level, which allows institutional assessment of first year and other programs. Third, is that institutions link the data to other institutional records such as persistence data, which allows the institution to then analyze/better understand student persistence on their campus.

q946

Explain how subjects will be informed of pertinent results at the conclusion of the study, if appropriate. If subjects will not be informed, enter N/A.

N/A

q950

In order to describe the process for obtaining assent from children, check all that apply.

Some/all children will provide assent.

q958

Describe the timing of the assent process, including how you will ensure children have sufficient opportunity to discuss and consider participation before agreeing to participate in the research.

The timing for the assent process will be identical as the process for adult subjects providing consent.

q959

Describe any assent tools which will be used to present information to potential subjects (i.e. assent document, study information sheet, videos, brochure, drug/device information, etc) and how they will be used.

The assent tools will be identical as for adult subjects providing consent.

q996

.....

Will children indicate their consent with a signature on an assent or consent statement?

Subjects will not provide a signature

K-HIPAA

q23253

Are you part of a covered entity (health care provider that transmits health information electronically) or are you receiving information from a covered entity as part of your research?

No

Attachments

Attachment Type

Informed Consent Statement

Attachment

[BCSSE CUSTOMIZABLE INFORMED CONSENT JAN 24 2019.DOCX](#)

Name

Customizable ICS for paper administration

Comments

Attachment Type

Informed Consent Statement

Attachment

[IRB PAPER NON-CUSTOMIZABLE INFORMED CONSENT JAN 24 2019.DOCX](#)

Name

Noncustomizable ICS for paper administration

Comments

Attachment Type

Informed Consent Statement

Attachment

[IRB WEB INFORMED CONSENT JAN 24 2019.DOCX](#)

Name

Web ICS

Comments

Attachment Type

Other

Attachment

[BCSSE EMAIL TEMPLATE FOR SCHOOLS SENDING AN EMAIL INVITATION TO THEIR STUDENTS.DOCX](#)

Name

Email invitation templates

Comments

Attachment Type

Other

Attachment

[INSTRUCTIONS FOR BCSSE PAPER ADMINISTRATION2.DOCX](#)

Name

Instructions for administering the paper version of BCSSE

Comments

Attachment Type

Other

Attachment

[INSTRUCTIONS FOR BCSSE WEB ADMINISTRATION2.DOCX](#)

Name

Instructions for BCSSE web administration

Comments

Attachment Type

Data Collection Instrument

Attachment

[BCSSE 2020_US FIRST YEAR STUDENT \(WEB AND PAPER\).DOCX](#)

Name

BCSSE 2020_US First Year Student (Web and Paper)

Comments

Attachment Type

Data Collection Instrument

Attachment

[BCSSE 2020_US TRANSFER, AND OLDER STUDENT \(WEB ONLY\).DOCX](#)

Name

BCSSE 2020_US Transfer, and Older Student (Web only)

Comments

Attachment Type

Data Collection Instrument

Attachment

[BCSSE 2020_CA FIRST YEAR STUDENT \(WEB ONLY\).DOCX](#)

Name

BCSSE 2020_CA First Year Student (Web only)

Comments

Attachment Type

Data Collection Instrument

Attachment

[BCSSE 2020_CA TRANSFER AND OLDER STUDENT \(WEB ONLY\).DOCX](#)

Name

BCSSE 2020_CA Transfer and Older Student (Web Only)

Comments

Attachment Type

Data Collection Instrument

Attachment

[BCSSE COVID 2021V4.DOCX](#)

Name

BCSSE 2021 experimental items

Comments

End of Protocol Form

KC IRB History

approvalDate

June 21, 2004

FOR HSO OFFICE USE ONLY

Action History

Description

Annual Reminder Generated - Expedited or Full Board