

**CRAFT HILLS COLLEGE
RESEARCH PROJECT APPROVAL FORM**

The following guidelines apply to all external research projects involving Crafton Hills College. An **external research project** is defined as any research project or study which is outside the normal day-to-day operations of Crafton Hills College (CHC) and/or is under the direction of someone other than an employee of the College. A typical example of an external research project is one conducted by a masters or doctoral student who wishes to ask CHC students or employees to participate in a study. Examples of normal day-to-day operations include program review, Student Learning Outcomes/Service Area Outcomes and projects which are part of a CHC course (e.g., research course).

1. Any individual, group or agency desiring to conduct research at CHC must obtain the written permission from the Faculty and Administrative Co-Chairs.
2. Before permission is granted, a written proposal must be submitted to the Dean of Institutional Effectiveness, Research and Planning. The proposal will include brief summaries of the rationale for the study, the methodology to be used, and the expected outcomes (see below).
3. Normally, the CHC IRB cannot provide facilities of any type for external research projects ([Click here to access the form to request the use of facilities](#)).
4. Unless the College feels that participation in a particular project is both educationally valuable and a natural part of the course content, class time will not be used for any project. In any event, the faculty member's permission must be obtained before class time can be used.
5. Participation in any project must be voluntary and all participants should be informed as to the purpose of the project and the scope of their involvement.
6. As a condition of approval of the research study, it should be noted that CHC students or employees involved in any research project will not be identified when the findings are published. The name of the College will not be identified in any publications.
7. Approval of external research projects is based on many aspects including time involved and whether the project relates to the College's mission, vision, core values and goals.

This *Research Project Approval Form* is to be completed and approval received before research begins. The completed form should be sent to the Institutional Effectiveness, Research and Planning Office. The IRB Committee and/or the IRB Committee Co-Chairs will review the study, discuss changes/implications with the author and make the final approval decision. If the study is approved and the research conducted, a copy of the results must be sent to the [Institutional Effectiveness, Research and Planning Office](#).

PROJECT INFORMATION	
Project Title:	Development of Enhanced Career and College Readiness Indices for Smarter Balanced High School Assessments
Principal Investigator:	Li Cai, PhD
Educational Institution:	University of California, Los Angeles
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Phone Number:	(310) 206-0583
Email	Cai@cresst.org
Faculty Advisor Name:	n/a
Faculty Advisor Mailing Address:	
Faculty Advisor Phone Number:	
Faculty Advisor Email:	

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Answer All of the Following Questions

1. What is the rationale or purpose of the study?

The purpose of this study is to develop indices to support improved college- and career- readiness inferences within K-12 standardized assessments. Combining qualitative and quantitative approaches, the project will develop a coherent and scalable means of evaluating assessment items, as well as undertake development of new, richer, technology-enhanced items, without adding more testing time for students. Ultimately, the goal of this research is to help ensure students are successful for college and career.

In 2016, the high school graduation rate in California was 83.2% (California Department of Education, 2016). The competencies students acquire in high school are foundational for college and career success. And in the current job market, a high school education will frequently not offer enough skills to prepare students for life after graduation. Many high school graduates lack the knowledge, skills, and attributes (KSAs) necessary to compete and succeed in fields such as advanced manufacturing, energy, health care, information technology, and science, technology, engineering, and mathematics (STEM; Council of Chief State School Officers [CCSSO], 2013, 2014).

Roughly 8 in 10 students entering community college in California require at least one developmental course in math, English, or both (Mejia, Rodriguez, & Johnson, 2016). Students enrolled in developmental classes spend additional time and money to bring their skills up to college level. These students are also more likely to drop out before completing their certificate or degree.

The State of California has been part of a consortium implementing Smarter Balanced for standardized testing, ensuring students are ready for college success. An inclusive assessment development process with substantial input from higher education partners has ensured that the assessments have built-in qualities that enable college readiness inferences. As a result, close to 200 colleges and universities have been using scores from Smarter Balanced as evidence that students are ready for credit-bearing entry-level college courses without the need for remediation (Smarter Balanced Assessment Consortium, 2015).

The current project represents a partnership between the California Department of Education and UCLA CRESST with a focus on both directly supporting California's current K-12 assessment. Going beyond measuring mathematics and English language arts content knowledge is beneficial, especially given the amount of resources dedicated to completing these assessments. Research that investigates features of existing assessments, can allow for these improvements to be made without increasing the burden to students, teachers, and school staff.

The current project thus includes several components with the overall goal of providing college- and career-readiness indices, many of which are currently underway. We invite community colleges such as Crafton Hills College to take part in one of the components. More specifically, the project focuses on two exemplar careers that do not necessarily require workers to have a 4-year university degree: emergency medical technician and web developer. Community college students enrolled in one of these programs (either for a two-year degree or a certificate) will be invited to take part in the study.

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2. What are the main goals or objectives or outcomes or research hypotheses of the study?

The main goal of this study is to identify features within high-school standardized assessments in math and English language arts that predict college- and career-readiness.

3. Who will be the subjects/participants? How many? Will they be compensated? If so, how?

For this study, we would like to involve Crafton Hills College students currently enrolled in the A.S. Computer Information Systems, emphasis in Web Design, degree (n=15-30) and the Emergency Medical Technician Certificate (n=15-30). If possible, we will randomly select participants from the volunteer pool.

If possible, data collection involving current students can take place on the Crafton Hills College campus in an available room. UCLA CRESST researchers will be on site to conduct the data collection. If the Crafton Hills College campus or neighboring locations are not available, participants may be invited to come to the UCLA campus to take the test and survey.

Participants will be compensated with a gift card. Current students will receive a \$40 gift card.

4. Describe in detail all procedures to be performed on the participants (e.g., recruitment, surveying, debriefing, exposure to stimuli, etc.)?

Participants will be recruited through multiple means. Recruitment flyers will be distributed via email, hand-outs, or bulletin boards. If possible, researchers will provide recruitment flyers in person to participants during class time, with approval from instructors. In either case, researchers would be available to answer any questions that potential participants may have.

Participants will be asked to take a one-time test administered on paper-and-pencil, consisting of high-school level mathematics and English language arts items. They will also be asked to complete a brief background survey. The entire process will take approximately one hour. The test administration can occur in a group setting, either on-site at Crafton Hills College (if available) or at the UCLA campus or other reserved area (for which we will arrange). We will request an on-site space at the Crafton Hills College campus using the Facilities Use Request Form (http://www.craftonhills.edu/Forms/Faculty_and_Staff/Facilities_Use/fac_use_form_new.php).

Participants will be compensated with a gift card as a thank you. No further contact with participants is necessary. All participation is strictly voluntary and anonymous.

5. What assessment instrument(s) (e.g., survey, focus group) will be used? Please provide the IRB with copies.

Participants will be asked to take a one-time test administered on paper-and-pencil, consisting of high-school level mathematics and English language arts item. They will also be asked to complete a brief background survey.

A sample test instrument and the background survey are attached. Please note, the attached test instrument is just a sample – we are currently in the process of selecting active Smarter Balanced items for the test instrument, which may not be reproduced due to copyright restrictions.

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6. What are the potential risks to the participants?

This research does not involve greater than minimal risk.

7. Describe how you will deal with confidentiality and anonymity?

We do not plan to collect identifiable data. Participant data will be given a unique code that is created by the researchers and not related to participant characteristics. Reported data will be aggregated, and no identifying information will be reported. No school names will be reported.

8. How will you document informed consent (Provide a copy of the informed consent form.)?

Providing informed consent means that researchers will explain the nature of the study and give participants ample time to ask questions or decline participation, should they wish to do so. Participants will be asked to sign a consent form, and will also be provided a copy of the form which contains information about the study, our contact information should they have any questions later, as well as the contact information of the UCLA Institutional Review Board, should they wish to speak to someone outside of the investigators. All consent forms have been reviewed and approved by UCLA's IRB.

9. What are the suggested date(s) for the study?

The data collection will take place in October to early November 2017.

10. How will the data be reported (e.g.: articles, thesis, dissertation, presentations, etc.)?

A final deliverable presenting the findings of this study is due to the California Department of Education, the prime recipient of this Enhanced Assessment Grant from the U.S. Department of Education, in Spring of 2018.

We will be submitting proposals for presentations at national education and measurement conferences, including: American Educational Research Association (AERA), National Council on Measurement in Education (NCME), National Conference on Student Assessment (The Council of Chief State School Officers), California Educational Research Association (CERA), and our organization's own annual conference, the National Center for Research on Evaluation, Standards, and Student Testing (CRESST). Audiences include various educational researchers, academics, psychometricians, practitioners.

A final manuscript will be published as a technical report on the CRESST website. We currently do not have plans to submit the manuscript as a scholarly journal publication. Depending on the results of the study, we may submit to either a measurement journal such as *Applied Measurement in Education*, or *Assessment for Effective Intervention*, or a career journal, such as *Journal of Career Development*, or *Journal of Vocational Behavior*.

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12. If class or work time is needed, do you have an internal contact person who is already willing to comply? Which employees of the college have expressed interest in helping you gather data? (Note: using class time is discouraged)

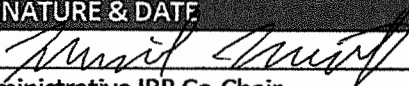
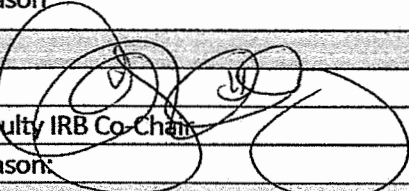
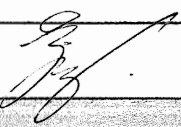
Class time will not be needed. Data collection events will be scheduled both during the work week and the weekend. Participants can select the data collection event that best suits their schedule.

13. Which classes will be used in the study? Have the faculty given permission for the study to be done in class?

No specific classes will be used in the study. We are interested in recruiting current students from the A.S. Computer Information Systems, emphasis in Web Design, degree and the Emergency Medical Technician Certificate.

Also include a HARD copy of your approved full proposal. This copy should include both the signature page of approval (or electronic equivalent) from your IRB and all material reviewed by your IRB.

When the project is completed, a summary of the key findings should be sent to the Institutional Effectiveness, Research and Planning Office ().

SIGNATURE & DATE		APPROVAL
		<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Not Approved
Administrative IRB Co-Chair		
Reason:		
	10-25-17	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Not Approved
Faculty IRB Co-Chair		
Reason:		
Principal Investigator(s) Signature & Date 		11/1/17
Other Notes: The Crafton Hills College IRB has reviewed your proposal and has decided to approve your request to conduct research at Crafton Hills College as long as the following conditions are met.		
<ol style="list-style-type: none"> 1. You can post announcements on approved campus locations, as long as the announcement receives approval from the Student Life Office. 2. Remember that it is up to students and faculty to choose whether they wish to participate in the recruitment of students or in the study. 		
Congratulations and good luck on your research project!		

Source: Mt. San Antonio College, IRB Proposal Form.