



ADMINISTRATIVE PROCEDURE

**ADMINISTRATIVE PROCEDURE NO: AP 349
RELATED TO POLICY NO. 349**

TITLE: HUMAN SUBJECTS RESEARCH REVIEW

Compilation of UCC Human Subjects Review Committee:

The UCC Human Subjects Research Review Committee will be composed of:

- A. the Director of Institutional Research and Planning (Chair);
- B. the Vice President of Student Development or his/her representative;
- C. the Vice President for Instructional Services or his/her representative;
- D. the Director of Human Resources or his/her representative;
- E. a faculty member from the social sciences;
- F. a faculty member from math;
- G. a classified employee; and
- H. a UCC student appointed from the ASUCC.

Criteria for approval:

After receiving the completed request and documentation from the researcher, the UCC Human Subjects Research Review Committee will verify the following items:

- A. the Authorization to Conduct Research Form has been appropriately completed with documentation attached;
- B. the proposed research is compatible with UCC's mission and purpose and is education-related;
- C. the proposal meets the requirements of the federal Protection of Human Subjects legislation (Title 45, Part 46 of the Code of Federal Regulations); and
- D. the results will be disseminated in a fashion that would protect the identity of the subjects, and if appropriate, the college. Names of individuals will not be used in the study unless permission is granted in writing by the individuals. The name of Umpqua Community College will be used only if permission is granted by the Human Subjects Research Review Committee.

Approval of the proposal will be based on the following criteria:

- A. compatibility with the college's mission and purpose;
- B. soundness of rationale for conducting the research project;

TITLE: HUMAN SUBJECTS RESEARCH REVIEW (AP 349)

- C. appropriateness of the sampling, methodology, instrumentation, and treatment of data;
- D. acceptability of the potential effects the collection of data and dissemination and use of results may have on UCC students, personnel, operations, and the community;
- E. evidence of support of other involved individuals or groups internal or external to UCC.

If the committee has questions regarding the completeness, relevance or other aspects of the proposed project, the Chair will contact the requestor to arrange a meeting with the committee to clarify any questions.

Under certain circumstances, the UCC Human Subjects Research Review Committee may submit the request to the UCC President for approval. This submission will occur if the project:

- A. has political or broad community implications for the college;
- B. involves Board policy; or
- C. involves all or a significant portion of the staff or student population.

The requestor will be contacted concerning the status of the request within twenty working days of receipt of the proposal. If a research request is denied, the notification will include the reason(s) for denial. A revised proposal may be submitted for reconsideration.

DATE OF ADOPTION: 07/2006 by Board

DATE(S) OF REVISION(S):

DATE OF LAST REVIEW: