Proposal
GPSE Human Subjects Committee

In the Fall of 2012, the College of Education implemented its long-planned reorganization. Academic departments were re-assembled into three divisions: Undergraduate, Credential and Graduate. All departmental faculty functions remained intact and were assigned to Programs – formerly departments. For the 2012-2013 academic year, it was agreed that each division would address those processes and procedures specific to their academic programs.

Included in that is the departmental Human Subjects committees. Clearly, students in the Graduate Division (GPSE) are most involved in conducting research for their respective disciplines and degree programs. To a significantly lesser extent, students in the Credential and Undergraduate divisions may engage in research activities, most likely specific to their courses.

Commencing in the 2013-2014 academic year, it is proposed that a Human Subjects Committee be assembled in the College of Education, Graduate Division/GPSE. We are requesting formal approval from the University Human Subjects committee to convene this constituted single review committee within the college.

PURPOSE/SCOPE. The Human Subjects Committee would be charged with the responsibility for accepting and reviewing all applications from students for permission to use human subjects in research. The Committee would review all applications. It would be the Committee’s responsibility to determine, ultimately, the level of risk to be applied, and act accordingly. Any application deemed “Exempt” could be approved by the Committee. Any application deemed “Minimum Risk” or greater would be forwarded by the Committee to the University’s Human Subjects Committee/IRB.

PROCEDURES. All students planning to engage in research projects in the College of Education would be required to complete an application form and submit with attendant consent letters/forms and data collection instruments and/or protocols. Application forms are to have been completed with the support and assistance of the assigned faculty advisor, and are required to have the faculty advisor’s signature indicating approval, prior to submission. Unsigned applications will not be accepted.

The Committee will meet monthly to review submitted applications. The Committee chair/co-chairs (also the Division’s Graduate Coordinator[s]) will respond to students and faculty advisors in writing with the Committee’s decisions. Applications that are considered “Minimum Risk” or greater will be forwarded to the University’s Human Subjects Committee/IRB by the Committee chair/co-chairs.

Though it is anticipated that the great majority of applications will come from students in the GPSE, it is likely that there will be some applications from students in the Undergraduate or Credential divisions as well the Education Doctorate. All applications for approval to use human subjects in research will be submitted to the Committee. Upon review, at its discretion, the Committee will forward to the University Human Subjects Committee/IRB those applications that require additional review (non-exempt research).
COMPOSITION. The Division’s Human Subjects Committee should be composed of no fewer than 5, and no more than 11 members, from:

- Graduate Coordinator(s)*
- University Human Subjects Committee/IRB representative*
- Vocational Rehabilitation
- Child Development
- Educational Leadership
- Curriculum & Instruction
- Counselor Education
- Language & Literacy
- iMET
- Special Education
- School Psychology
- Education Doctorate
- Undergraduate Branch (ad hoc)
- Credential Branch (ad hoc)

The Committee’s Chair will serve as a liaison to the COE research committee. It should be noted that the Graduate Coordinator and the University Human Subjects Committee/IRB representative are permanent members of the Committee. Seats for representatives from the Undergraduate and Credential Branches will be filled as needed, in consideration of applications from students in those branches.

The Committee will select its own chair at its first meeting.

RESPONSIBILITIES: The Committee will be responsible for (1) developing its own procedures and providing guidance and assistance to students and faculty regarding submission of human subjects applications; and (2) reviewing the required application forms submitted by students and faculty.

The Committee will review applications relative to student research submitted by students in the College of Education for adherence to ethical procedures as outlined by the Office of Human Research Protection (OHRP). Decisions on exempt research will be made using the published decisions trees. Minutes detailing attendance and decisions for each protocol will be recorded and maintained. Students and their advisors will receive feedback from the Committee. Research considered “minimal risk” or “greater than minimal risk” will be provided with feedback as well as referred to the University’s Human Subjects Committee/IRB. A formal report of protocols reviewed during the year will be submitted by the chair of the Committee to the CSUS Office of Research Administration at the end of each Spring semester.

The Committee chair(s) will be responsible for providing professional development to GPSE faculty regarding the human subjects process, in collaboration with the University Human Subjects Committee/IRB.

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