EvCC4020: INSTITUTIONAL REVIEW BOARD AND HUMAN SUBJECTS RESEARCH POLICY
Original Date: December 2, 2008
Policy Contact: Vice President of Instruction and Student Services

CONTEXT
It is the policy of the Board of Trustees, in regard to the use of human subjects, to protect the rights, well-being and privacy of individuals; to ensure an optimal learning environment; foster scholarly inquiry and protect the interests of Everett Community College.

This policy addresses research using human subjects conducted on the campus of Everett Community College and off-campus research using human subjects conducted by employees or students of Everett Community College in the conduct of their official duties. This policy is limited to research using human subjects and does not apply to human participation in classroom activities, demonstrations or activities of daily living, whether on-campus or off-campus and it does not apply to the use of live non-human (plant, animal) subjects.

POLICY
1. All research using human subjects conducted on any campus of Everett Community College must be approved by the EvCC Institutional Review Board (IRB). In addition to IRB review, a research proposal may also require approval of the vice-president of student services if it is deemed to be covered by WAC 132E-120-130 (Students as Research Subjects).

   a. Research is defined as any data collection activity (e.g., surveys and questionnaires, interviews, observations, focus groups, collation of extant information, testing, etc.) or data analysis intended to increase the body of scholarly knowledge. As a general rule, anticipated dissemination of results in conference presentations, publications, theses and dissertations or reports available outside the institutional confines of Everett Community College will indicate that the data collection or analysis constitutes research.

   b. Data collection and analysis intended for institutional consumption by employees of Everett Community College or public information available in report or raw data form is not regarded as research and is therefore exempt from IRB approval. Examples include program reviews, enrollment reports and institutional data which may be legally disclosed. During collection and analysis of institutional data, if an employee decides to pursue disseminating of findings in one of the forms mentioned in 1.(a), he or she must have IRB approval to proceed. Employees are encouraged to communicate with the (IRB) to clarify responsibilities and verify that activities protect the rights and well-being of human subjects.

   c. Data collection and analysis conducted by students as an educational activity under the supervision of a faculty member is not regarded as research and is therefore exempt from IRB approval. Faculty members are encouraged to communicate with the (IRB) to clarify responsibilities and verify that activities protect the rights and well-being of human subjects.

   d. These guidelines do not apply to the use of live non-human (plants, animals) subjects.

2. Institutional Review Board (IRB) Structure

   a. Appointment
   The President annually appoints an IRB composed of 6-9 members.

   b. Composition
   Specific membership will include: one (1) representative of the VP of Instruction; one (1) representative of the VP of Student Services; the Director of Institutional Research; one (1) Instructional Dean; one (1) counseling faculty member, one (1) student member. Up to three (3) additional members representing perspectives or experiences considered vital to IRB functioning may be appointed.

   c. Quorum
A quorum shall be one more than half of the appointed members.

3. Institutional Review Board (IRB) Responsibilities

a. Review all research proposals relative to EvCC to ensure the protection of human subjects, specifically addressing (but not limited to): balancing risk and benefit, informed consent and freedom from retaliation, protection of vulnerable populations, privacy, anonymity, confidentiality, conflict of interest.

b. Create and maintain guidelines and appropriate forms for the submission for proposed research using human subjects to provide fair, timely and thorough evaluation of proposals.

c. Immediately report adverse events or infractions of human subjects protocols to the President.

d. Present periodic campus training sessions covering the protection of human subjects and EvCC specific policies and procedures.

e. Maintain a manual that includes all relevant forms, guidelines, supporting materials, FAQ, etc. for IRB related issues.

f. Maintain a written record of IRB activity and provide an annual summary report to the President.

RELEVANT LAWS AND OTHER RELATED INFORMATION

WAC 132E-120-130

REVISION HISTORY
Original Date: December 2, 2008

APPROVED BY
Board of Directors