UFIRB 02 – Social & Behavioral Research

Protocol Submission Form

Title of Protocol:	The Culture of Engagement in Academic Assessment at UF		

Principal Investigator:	Brophy	Timothy	UFID #: 30299950
	(Last Name)	**(First Name)**	
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Co-Investigator(s): Coordinator: Research Asst.:	Fields	Margaret	UFID#: 75551070
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Supervisor (If PI is student):			UFID#
	(Last Name)	**(First Name)**	
Degree / Title:		Mailing Address: (If on campus provide PO Box address):	Email :
Department:			Telephone #:

Dates of Proposed Research:	**Spring 2016/Fall 2017**

Source of Funding (A copy of the grant proposal must be submitted with this protocol if funding is involved): NOTE: If your study has current or pending funding, AND your research involves comparison of different kinds	No funding for this project.

Revised January 2015

| *of treatment or interventions for behavior, cognition or mental health, you must submit the **Clinical Trial Assessment Form**.* | |

Describe the Scientific Purpose of the Study:

The University of Florida Academic Assessment Committee is interested in obtaining baseline data on the degree of faculty engagement with academic assessment processes, which we refer to as the *Culture of Engagement*. This project is designed to provide actionable data that the committee can use to define this culture and respond to identified needs, with the goal of improving institutional effectiveness of academic programs.

Describe the Research Methodology in Non-Technical Language: *(Explain what will be done with or to the research participant.)*
This is a focus group study. Approximately 20 focus groups of 6-10 faculty members will meet for up to one hour per group. Faculty responses will be noted on a laptop computer by an assistant in the room. If the entire group agrees, we will digitally audio-record the sessions for later transcription. No participant names will be recorded.

Focus group moderators will vary and consist of volunteers from the membership of the Academic Assessment Committee, as well as the PI and the Assistant Provost and Director of Post-doctoral Affairs. The questions planned are:

1. What do you do to determine if your students are learning?
   a. In courses
   b. In the major
   c. As a potential graduate in your discipline
2. How do you know that your students are learning?
   a. Do you collect evidence?
   b. If so, what evidence do you collect?
   c. How does that evidence inform you about your students' learning?
3. What If UF wanted to know if your major was effective and your students are learning?
   a. How would you respond?
   b. What evidence would you have?
4. Can you name some specific resources you use for this purpose?
   a. Do you know that UF has student learning focused resources? If so, have you accessed or used these?
   b. What resources would be of value to you?
5. Are you aware of student learning outcomes?
   a. If so, have you contributed to the development of these for your program?
      i. How have you contributed?
      ii. What role do these play in your teaching? In the enhancement of student learning?

All data will be analyzed by the PI and co-PI qualitatively using *NVivo* software for themes and patterns of response. The Academic Assessment Committee will review the analysis for actionable areas for improvement of institutional assessment processes that enhance the faculty's engagement in these processes and increase the effectiveness of the university.

Describe the Data You Will Collect: (*what are you collecting, where will it be stored, how will it be stored***)**	**Please List all Locations Where the Research Will Take Place: (***if doing an on-line survey then just state "on-line survey"***)**
We will collect faculty oral responses to the questions and transcribe in writing during the focus group meeting, or if the entire group agrees, via digital audio recording to be transcribed at a later date.	Research will take place on the University of Florida campus. Most of the focus groups will convene in the respective colleges where the faculty are assigned. In some cases, the groups may convene in Tigert Hall.

Describe Potential Benefits:

The Academic Assessment Committee is charged with oversight and approval of academic assessment matters at UF. Faculty are central to this work, and this study will provide the committee and Institutional Assessment staff actionable data that can be used to develop new strategies to improve faculty engagement in academic assessment.

Describe Potential Risks: (*If risk of physical, psychological or economic harm may be involved, describe the steps taken to protect participant.*)

There are no risks at all to the participants. They are not obligated to participate and there are no consequences for nonparticipation.

Describe How Participant(s) Will Be Recruited: *(flyers, email solicitation, social media websites, etc.)*

To form the focus groups, we will obtain lists of randomly selected samples of faculty from each college from the Office of Institutional Research and Planning. We will then send these sample lists to our SACSCOC Coordinators in each college for their review and approval, to ensure that the focus group members are faculty who teach courses in an academic program. They may also recommend additional faculty members for our consideration to join the group. Once the faculty groups are finalized, we will invite the faculty to meet for the focus group session.

Maximum Number of Participants (to be approached with consent)	200 (approximately 20 focus groups of 10 each)	**Age Range of Participants:**	All are adults, likely ranging from about 30-70 years of age	**Amount of Compensation/ course credit:**	No compensation.

Describe the Informed Consent Process. *(How will informed consent be obtained? Attach a copy of the Informed Consent Document)*

Invited faculty will be provided a consent form at the time of invitation for their review and at the start of the focus group for their signature.

(SIGNATURE SECTION)		
Principal Investigator(s) Signature:	*[signature]*	**Date:** February 25, 2016
Co-Investigator(s) Signature(s):		**Date:**
Supervisor's Signature:	N/A	**Date:**
Department Chair Signature: Joseph Glover, Provost		**Date:**

What to include in your protocol submission packet

1. Three copies of the signed protocol [containing signatures of all investigators, supervisor (if PI is graduate student), **and** department chair]
2. Three copies of the informed consent, flyers, or advertisements, interview questions, surveys)
3. If the protocol is funded by NIH provide one copy of the grant proposal.

The review process usually takes 7 to 21 **business** days. You will receive an email notification about revisions needed to the protocol. If your study is approved, the approval packet will be mailed to you at the address you indicated on the protocol submission form.

You may check the status of your protocol submission at http://irb.ufl.edu/webtrack.html