



# SAN DIEGO COMMUNITY COLLEGE DISTRICT

## Board of Trustees Policy

### Chapter 3 – GENERAL INSTITUTION

#### BP 0400 RESEARCH INVOLVING HUMAN SUBJECTS

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The Board of Trustees recognizes that the involvement of human subjects (i.e., students and employees) in research is an integral part of the advancement of educational and scientific research. This policy guides the review and approval of requests to involve human subjects from the San Diego Community College District (SDCCD) institutions in such research. While the District will make every effort to accommodate investigatory endeavors, ethical conduct and the safety of its students and employees is the District's central priority.

#### RESEARCH INVOLVING DISTRICT STUDENTS AND EMPLOYEES

All research by external investigators must be reviewed by the District Institutional Review Board (IRB). External investigators are those who conduct research for the purpose of a report, or study requested by an individual or an institution or agency other than the San Diego Community College District expecting to approach SDCCD populations for external use (e.g., dissertations, theses, articles).

#### INSTITUTIONAL REVIEW BOARD

1. Each college, Continuing Education, and the District will designate one to two Institutional Review Board (IRB) members for the Districtwide IRB whose primary goal is to protect student and employee participants from harm.
  - a. The IRB will be comprised of faculty, staff, administrators and Research Analysts from the colleges, Continuing Education and the District Office. The designation of members will rotate annually to a) allow diversity of perspectives and b) ensure broad participation.
  - b. The primary responsibility of the IRB is to judge whether there is more than minimal risk of harm to participants in accordance with FERPA, HIPPA and Title 45 Code of Federal Regulations Part 46, *Protection of Human Subjects* and whether those risks could be further minimized. Dependent on the findings of the members, the IRB will either negotiate changes in the research methods, or disapprove the research proposal entirely.
  - c. The objective of the IRB is to act as advocates for the safety of students and employees in accordance with federal, state, and local laws and regulations for research involving human subjects.
2. The IRB will be convened by the District Director of Institutional Research and Planning on a regular basis to review external research requests engaging in research involving SDCCD populations.

3. All requests to conduct research by external investigators will be reviewed in accordance with the procedures outlined in Administrative Procedure, *AP 0400.1, Procedures for Research Involving Human Subjects*.
4. *Research practices involving SDCCD populations will also be protected under the IRB Misconduct Policy* to foster an environment that:
  - a. promotes the responsible conduct of research and similar educational activities (collectively, “research”);
  - b. discourages research misconduct; and
  - c. deals promptly with any allegations or evidence of possible research misconduct.
5. Approval of requests will also be subjected to the limitation of District resources to assist with providing the data.

Adopted: 05/09/19

Supersedes: 12/19/85; 07/18/13