AR 4410 Educational Research

Any individual who desires to conduct educational research of any of the following categories must obtain approval from the district research department:

1. Research using District staff or students as human subjects, that is, as subjects of interviews, questionnaires, or other direct sources of information.

2. Research that requires any assistance of the District, its departments or staff.

3. Research that is to be published identifying the District and/or its colleges and for which the author desires District/College recognition, support, or approval.

A research protocol with which to seek approval is available from the District Research Department for the research requestor to complete. Approval of the research protocol will require the following:

1. That the proposed research effort be supportive of the mission and goals of the District and Colleges.

2. If students or staff are used as direct sources of information, such as for questionnaires, interviews, and focus groups, their participation is: a) voluntary, and b) confidential and anonymous. Further, human subjects can request and easily obtain: a) reports of findings, and b) any necessary accompanying counseling, information, and support. The purpose of the research effort will be clearly explained to the respondents, as well as the fact that the research is not being conducted by the District or Colleges.

3. All data collection instruments, including surveys and interview questions, will be approved by the Research Department in advance and be clearly identified as approved instruments.

4. The Research Department finds the research purpose and methods to be valid, reliable, and superior in quality.

Requestors must obtain approval from the District Research Department before beginning any research. Requests will be reviewed within 30 days.

Revised: August 10, 2015 (Previously AR 6125)
Revised: September 17, 2018