



## **AP 3231 Research on Human Subjects**

### **References: 34 CFR 97, BP 3230 Protection of Human Subjects**

In accordance with 45 CFR 46.103, the Administrative Procedure on Research of Human Subjects documents the procedures which Rogue Community College (RCC) will follow for conducting its initial and continuing review of research conducted at the institution.

Rogue Community College serves as an educational institution with a primary mission to provide accessible, exemplary educational opportunities for student success and economic development to a diverse student population. Teaching and learning are at the forefront of RCC's activities, and the institution concentrates its resources and efforts on these core functions.

In this context, research conducted at Rogue Community College typically aligns with RCC's mission. Faculty and staff may engage in small-scale research projects which directly support and enhance teaching and learning within the college. These projects can include curriculum development, assessment of teaching methods, and program evaluation, among others. Such research, often referred to as scholarship of teaching and learning, is aimed at improving the educational experience for students and faculty at the institution. This type of research is generally seen as exempt<sup>1</sup>, and thus not covered by regulations related to research on human subjects (often called "The Common Rule").

While it is rare for community college research supported by a federal department or agency not to fit into the federally defined waived ([§ 46.101\(i\)](#)) or exempt categories ([§ 46.104](#)), in instances when review of a research or data collection project is needed the College's Executive Team serves in the role of Institutional Review Board (IRB) here at Rogue Community College.

### **Research Requiring Review by the Executive Team**

The dedication of the Rogue Community College's staff and students to conduct research enriches the academic community. The institution also prioritizes the protection of staff and student informational privacy. Upholding their privacy is vital in increasing their willingness to participate, as their participation in research is carried out with the utmost care, mindful of ethical considerations, and with a strong commitment to safeguarding their personal data. While data collection efforts may not fit the described definition of research in Federal Regulations, Rogue Community College reserves the right to approve

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<https://www2.ed.gov/policy/fund/guid/humansub/overview.html#:~:text=On%20June%2018%2C%201991%2C%20seventeen,on%20established%2C%20internationally%20recognized%20ethical>



whether or not information is gathered on staff, students and visitors to both ensure the privacy of their personal information and the resulting collected information is of value in decision making or contributes to the broader academic community.

“The Common Rule” defines *research* as systematic investigation, including research development, testing, and evaluation *designed to develop or contribute to generalized knowledge*. For the purposes of this procedure, a systematic investigation is an activity which involves a prospective study plan which incorporates data collection (quantitatively and/or qualitative, and data analysis to answer a study question). Designed to develop or contribute means that the investigator intends to disseminate results to those outside of the college. Methods of dissemination may include but are not limited to websites, social networks, social media, poster presentations, conferences, library placement, or publications. Generalizable knowledge are projects designed to draw general conclusions which may be applied to populations outside the specific population of study, used to inform policy, or be analyzed for predictive value.

The following types of research do not need review by the Executive Team as they generally fall into the category of exempt or waived from “The Common Rule”. Unless otherwise stated, these types of research or data collection require review and approval by the Director of Institutional Research.

- A. Research which is limited to accessing college student academic data that requires no contact with the student and uses data where students are not identifiable. This includes following college procedures for the suppression of minimum cell size (FERPA); or
- B. Program review, evaluations, assessment activities, conducted by RCC faculty, staff, or volunteers authorized by the college as part of normal educational practices within the scope of their job duties. In cases where data is collected from college employees, review and approval of the *Vice President of People, Culture, and Safety* is required; or
- C. Program-related interest or needs surveys conducted by RCC faculty, staff, student employees, or volunteers authorized by the college as part of normal educational practices within the scope of their job duties; or
- D. Surveys or observations conducted by RCC students as part of their RCC course assignments and approved by their associated Dean.
- E. Data collection and reporting as part of a grant approved by the College’s Executive Team, unless the grant is a federally funded “research” grant as federally funded grants may require annual review.

The following types of research require review and approval by RCC’s Executive Team even though the type of research may be waived or exempt from the “Common Rule.” This due, in part, to the increasing number of requests for Rogue Community College Student and Staff to participate in both internal and external surveys and other forms of



data collection (such as interviews and focus groups), the need to insure the privacy of participant information, and the prioritization of research projects.

- A. *Research undertaken by individuals outside of Rogue Community College on RCC students, staff, or visitors on campus. Those undertaking the research must have the approval of their own organization's Institutional Review Board (IRB) prior to gaining Executive Team approval. This includes research undertaken by RCC employees as part of a program at another institution of Higher Education.*
- B. *Research or data collection conducted by individuals employed by Rogue Community College (including student employees) on RCC students, staff, or visitors on campus which does not fall into the waived or exempt categories described in the previous section must be approved by RCC's Executive Team.*
- C. In cases where **RCC Staff** are the intended research participants, these types of research require the approval of the *Vice President of People, Culture, and Safety* in addition to a review by the College Executive Team.

Research and data collection requests for Executive Team approval should be made to Rogue Community College's Director of Institutional Research, who will ensure all necessary information is gathered for presentation of the request to RCC's Executive Team.

**Rescinds Procedure Number: None**

**Approved: December 5, 2023**

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