Request for Human Subjects Review

Complete <u>both</u> Part I and Part II of this application. Return to Human Subjects Review Committee, SUNY Fredonia, E 230 Thompson Hall. Phone: 716 673-3528; FAX 716 673-3802.

Part I

Project Name: __ **The Effects of Teacher Preparation and Professional Development on Special Education Teacher Quality**

Principal Investigator #1: _____Li Feng_____
Check <u>one</u> of the following: __X__ Faculty/Staff Principal Investigator
____ Student Principal Investigator
Signature of Principal Investigator #1 _____
Department: ___ECONOMICS_____ Phone Number: ____3829_____
Campus Address:____W327 Thompson Hall _____
Email Address: ____ Li.Feng@fredonia.edu _____

Principal Investigator #2: _____Tim R. Sass _____
Check <u>one</u> of the following: _X___ Faculty/Staff Principal Investigator
____ Student Principal Investigator
Signature of Principal Investigator #2 _____
Department: _____ECONOMICS _____ Phone Number: __850-644-7087__
Campus Address: Department of Economics, Florida State University, Tallahassee, FL 32306-2180
Email Address: tsass@coss.fsu.edu

(Additional Principal Investigators' information should be in the same format on an attached sheet.)

STUDENT PRINCIPAL INVESTIGATORS MUST LIST THE SUPERVISING FACULTY MEMBER AND HAVE THE FACULTY SPONSOR SIGN THE FACULTY VERIFICATION THAT APPEARS BELOW.

Faculty Sponsor: _____

Faculty Verification: I have read this student's Application for Human Subjects (Part I and Part II). I accept responsibility for the manner in which this study will be carried out. I am convinced that benefits from this research outweigh any risks.

_____
Signature of Faculty Sponsor

Number of Subjects: _____

Type of Subjects: _X__ Male _X__ Female

Check all that apply: _X__ Adults, note the age range:_____18-78_____

Special subjects (Protected classes)
___ Pregnant women _X__ Children (<18 years of age)
__X_ Individuals with disabilities ___ Prisoners
___Other vulnerable group_____

Type of Procedures:
Check all that apply

_X__ Review of records	___ Interview	___ Hypnosis
___ Observation	___ Audio taping	___ Deception
___ Videotaping	___ Photographs	___ Self-disclosure
___ Threats/Embarrassment	___ Survey (mail-in, phone, in-person, in-class, on-line)	
_X__ Standardized Tests	___ Recording of identifiable personal data	

___ Other (specify)_____

Where will research take place? ___ Off campus Indicate place _____
_X__ On campus Indicate place __W 327 Thompson Hall ___

Time and Length: Date study will begin_05/01/07_____ Date study will end _____04/30/08____

Will subjects be compensated? __X_ No ___ Yes
If yes, specify nature and/or amount _____
_____

Under what terms will subjects be compensated:_____
_____

Who will obtain consent?__ NA _____

I have completed the CITI On-Line Human Subjects Protection Training. A Certificate (or copy) is:
(Circle one)

on file in the Research Office. Attached.

NOTE: For students, the supervising faculty member must also have completed the training.
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Committee Use Only

Type of Review: ___ Exempt ___ Expedited ___ Full Committee ___ Emergency

Approval Date _____ Closure date: _____

Memorandum received:

Starting Research: _____Yes _____No
Ended Research: _____Yes _____No

Application for the Use of Human Subjects - Part II

Please address each numbered item in the order given. Incomplete applications will be returned to the principal investigator. If there are sections that are not applicable to your research, please explain why. Use the following as your guide:

1. *Name the principal investigator. Describe his/her qualifications and any relevant experiences; **attach a copy of the vitae of the principal investigator and faculty sponsor, if appropriate**. If a student has been identified as the principal investigator, the role of the faculty sponsor(s) in guaranteeing compliance with the procedures outlined in this application as well as compliance with the regulations governing the use of human subjects must be mentioned.*

   Faculty sponsors should meet with student researchers to review human subjects protection and to monitor data collection.

The Principal Investigators for this project are Tim R. Sass at Florida State University and Li Feng at SUNY Fredonia. The project will be carried out in both institutions, therefore human subjects approval are applied for in both institutions. Tim R. Sass will be the lead principal investigator. Li Feng will be the co-principal investigator. Li Feng has been working with the State of Florida Education Data Warehouse in the capacity of both research assistant and dissertation fellow. Li has also received training on analyzing national datasets. The current curriculum vita for Li Feng is attached. In addition, a copy of the detailed project description is included.

2. *Explain the procedures involved to carry out your in detail. What is the overall goal of your study and what are your specific objectives? What will you do? What will the subjects do? A list of the steps in your study is often helpful. It is important that you describe your research protocol in enough detail that an uninformed reader can understand what is involved in your research project.*

The goal of the project is three folds. First goal is to identify which special education teachers are more effective than others in improving students' learning and graduation rate. Second goal is to identify effective teacher preparation and professional development programs for preparing future special education teachers. The last goal is to provide policymakers with important information on what works in the field of special education teacher training.

The project will involve analyzing two existing databases. First one is the Florida Education Data Warehouse (FLEDW) while the second one is the Special Education Elementary Longitudinal Study (SEELS).

The Florida Education Data Warehouse (FLEDW) contains individual-level longitudinal data for the universe of public school students and teachers in the state from 1995 forward, including about 400,000 special education students each year. While other statewide longitudinal databases exist in North Carolina and Texas, the Florida data are unique in that students and teachers can be linked to specific classrooms at all grade levels, K-12. Furthermore, the Florida data contain the entire enrollment record for each student, including the minutes per week spent in each classroom. Thus we can determine each and every teacher a student is exposed to and time spent with each. Also, each teacher of record is indicated so we can distinguish courses that are co-taught by a regular-ed. teacher and a special-ed. teacher. Not only are each classroom and teacher identified, but "pull-out" sessions with speech-language pathologists (SLPs) are assigned separate course identifiers and each SLP has an employee identifier so we can also determine the exposure to SLPs for students with speech/language impairments.

Data access to the FLEDW was obtained through a mutual agreement between principal investigators and the Florida Department of Education. The CDs containing the data will be stored in a locked file cabinet in the principal investigator's office in W327 Thompson Hall. Only the principal investigator, Li Feng, will have access to the read-only datasets.

Human subjects in this dataset will be students and teachers. Students and teachers are identifiable by a randomly assigned ID number and no personally identifiable information (name, address, social security number) is included.

The Special Education Elementary Longitudinal Study (SEELS) is a publicly available dataset. It is a study of school-age special needs students as they move from elementary school to middle school. This dataset will be used as a supplement to the State of Florida dataset to evaluate the impact of special education teachers on students' learning over time.

Data access to the SEELS was obtained through a mutual agreement between principal investigators and the Office of Special Education Programs (OSEP) in the U.S. Department of Education. The CDs containing the data will be stored in a locked file cabinet in the principal investigator's office in W327 Thompson Hall. Only the principal investigator, Li Feng, will have access to the read-only datasets.

Human subjects in this dataset will be students and teachers. Students and teachers are identifiable by a randomly assigned ID number and no personally identifiable information (name, address, social security number) is included.

3. *Describe the individuals who will participate in your study, noting their age (or age ranges), gender, ethnic background, and health status (if known). Mention other characteristics that make your subjects identifiable (for example, "elderly males living in supervised living arrangements in rural Chautauqua County). There are protected classes of subjects (i.e., pregnant women, children under the age of 18 years, individuals with disabilities, prisoners, and any individual viewed as vulnerable). If your subject pool includes members of these protected classes or has the potential for inclusion of these protected classes, full Human Subjects Review Committee review will be necessary and the more complete your Request for Review, the more likely a timely approval will be issued.*

The individual student or teacher in FLEDW can be linked over time using the randomly assigned ID number. However, no personally identifiable (name, address, social security number) information is included.

4. *Identify the data you hope to collect and how you will collect those data. Mention all instruments you will use and **attach a copy of these instruments to your application**. Please note that if you are using a piece of equipment, you just need to describe that equipment. Describe how you will use the information you collect; that is, to further research on your topic, to further research, to provide some form of treatment, to improve student performance, etc. Describe what will happen to the data/videotapes/audiotapes you collect upon the completion of the study.*

No new dataset will be collected for this project.

5. *Describe how you will recruit subjects for your study and how you will handle obtaining their informed consent for participation. Informed consent is one of the most important components of*

conducting research that involves living human subjects. State who will obtain consent and what information on your study will be provided to potential subjects. Federal regulations mandate that if a research study involves subjects under 18 years of age, consent must be obtained from the parent or legal guardian AND the minor child. You must have two separate forms when minor children are involved in your research: a parent form and a child consent form. Here at Fredonia, a child's consent form must be included in research protocol involving children ages 5 to 17 years. The language used in a minor child consent form must be appropriate to the age of the child. ***You must attach a copy of all consent forms to your application.***

To ensure that your consent forms meet federal standards, please include

a. *a statement that this is research*
b. *the purpose of your study*
c. *a description of your procedures*
d. *how long subjects will be involved in your study*
e. *both the potential benefits and the risks and/or discomforts of participants*
f. *any alternatives to the treatment you provide, if appropriate*
g. *how confidentiality of subjects and their data will be maintained*
h. *a statement that participation is voluntary and that the subjects can withdraw at any time without penalty; and*
i. *the names and phone numbers of contact people for your study.*

Not applicable to this study.

6. *This component contains four parts:*
    a. *Identify any potential risks: physical, psychological, social, legal, or another type of risk. Mention the likelihood of these risks occurring and their seriousness. Describe alternative treatments that might be advantageous to the subjects.*
    b. *Where appropriate, state how you will ensure that your subjects receive necessary medical or professional intervention if they have adverse effects to your treatment/research protocol.*
    c. *Tell how you will maintain the safety of your subjects during your study.*
    d. *If there are risks in your study, tell how the risks are balanced by the benefits to be gained by the subjects from their participation in your study. Also mention the relationship of the risks to the knowledge that will be gained from your study.*

Not applicable to this study.

7. *If your study deals with a sensitive issue and/or the data you collect deals with criminal acts, sexual conduct and behavior, drug and alcohol use, sensitivity and awareness to potential risks, and/or liabilities to your subjects, you will need to clearly state the precautions taken to minimize risks or liabilities.*

Not applicable to this study.

8. *Mention how you will prevent any risk to violating the confidentiality of the subjects involved in your study.*

Although all the datasets is de-identified, the original data CDs will be stored in a locked file cabinet in W327 Thompson Hall at SUNY Fredonia and will remain on site. The data will be used on a computer in a locked office at W327 Thompson Hall at SUNY Fredonia and will not be removed from the site. Only

authorized users, i.e. Tim R. Sass and Li Feng, will have access to the data. Upon termination of the licensing agreement, the original data will be returned to the Florida Department of Education.

In addition, the operating system requires a user id and a password that is only known to the authorized users.

If you have questions about your research project or how this application should be completed, please feel free to contact any of the following individuals:

Maggie Bryan-Peterson, Director, Grants Administration/Research Services Office
Phone: 673-3528; e-mail: petersmb@fredonia.edu