

Title of research study: ADVANCE and Beyond: Understanding Processes of Institutional Change to Promote STEM Equity and Education

IRB Protocol Number: 21-0198

Investigator: Sandra Laursen

Sponsor: National Science Foundation

Purpose of the Study

The purpose of the study is to understand processes that support or hinder organizational change projects in institutions of higher education. We have previously studied specific interventions or strategies that are intended to cause change, such as programs or policies. Now we are studying the organizational change processes that may promote, connect, and sustain systemic change interventions. In this research, we seek to identify, describe, and explain these change processes and how they may assist or impede institutional change efforts. We are especially interested in systemic change efforts that seek to enhance equity or improve teaching and learning in colleges and universities. Better knowledge of these change processes can help leaders design more efficient and impactful change projects that improve the experiences of diverse students, faculty, and staff.

We expect that you will be in this research study for about 5 hours, to take part in a Structured Expert Enquiry Dialogue (SEED), a type of focus group that will engage you in a guided conversation about your experiences as a leader, participant, or observer of one or more institutional change efforts.

We expect about 205 people will take part in SEEDs, and 240 people will be in this research study, in all.

Explanation of Procedures

We will invite you to take part in a SEED scheduled for one or two blocks of 1.5 to two hours each, with specified times and dates. Before the first session, we will provide the SEED questions to review and contemplate.

We will conduct the SEED using Zoom videoconferencing software and you can take part from your home, office, or other quiet place using your own computer. The sessions will be conducted by experienced members of our research team as a guided conversation with 4-6 other participants with relevant change project experiences. We will share questions in advance and ask you to review them prior to the scheduled SEED sessions. We will share those advance questions, and some other materials intended to help you to prepare for the session, through a secure, password-protected web portal hosted by the Science Education Resource Center (SERC) at Carleton College (MN). A SERC staff member will email you a link to open a SERC account and select a password, and you will not receive any other email from SERC. We will record the SEED using Zoom and transcribe it so that we can use the text as data.

In the SEED, we will pose questions about your experiences with institutional change projects related to equity and education, the goals of those projects, and what the projects accomplished. We will discuss questions such as what was more and less successful about those projects, what ways of

working helped or hindered the project, and what advice you would offer future change leaders about undertaking systemic change projects in their own institutions.

After the SEED, we will ask you to complete a short follow-up evaluation and an online questionnaire so that we accurately capture your demographic information, professional role(s), and institution type. The evaluation will be used to improve our process, and the questionnaire information will be used to describe the interview sample as a whole, without identifying any specific individual.

Voluntary Participation and Withdrawal

Whether or not you take part in this research is your choice. You can leave the research at any time and it will not be held against you.

You may request that specific verbal or written remarks be removed from the data set. You may request this in the moment, by identifying your remark as “off the record.” You may also do this later, by contacting the PI to identify what you said in what context. At your request, we will strike that comment from the written audio transcript or remove your written response from the data set.

If you complete part of the SEED, we will use your partial data as part of the study, unless you request that we remove you from the study completely. If you request this, we will delete your comments from the SEED session transcripts.

If you are an employee at CU Boulder, Michigan State University, or the College of Charleston, taking part in this research is not part of your duties. You can refuse to enroll, or withdraw after enrolling at any time, with no effect on your job at your institution. You will not be offered or receive any special consideration if you take part in this research.

Risks and Discomforts

There are minor risks to you of participating. It is possible that the SEED questions will bring to mind professional or personal experiences that are uncomfortable to recall, such as interactions with a difficult colleague. You may worry that you or your institution will look bad to others.

If you held a unique position with respect to the change project you describe (e.g., a member of upper administration at your institution, principal investigator of a project), it is possible that the information you provide will make it possible for readers of publications and reports to identify you, even if we do not share your name or position.

Potential Benefits

We cannot promise any benefits to you or others from your taking part in this research. However, possible benefits include the opportunity to reflect on and share your experiences with other change leaders. Past participants in similar groups told us they gained ideas and insights that were useful in their later work.

The study findings are expected to benefit society by providing research-based recommendations to academic institutional change agents about structuring and managing their change projects. Such information may help institutional change projects to be more efficient, effective and impactful.

Confidentiality

Information obtained about you for this study will be kept confidential to the extent allowed by law. Research information that identifies you may be shared with the University of Colorado Boulder Institutional Review Boards (IRB) at the University of Colorado Boulder, Michigan State University, and College of Charleston, and with others who are responsible for ensuring compliance with laws and regulations related to research, including people on behalf of the Office for Human Research Protections. Identifying research information will also be shared with research team members at the

College of Charleston (Kristine De Welde, PI) and Michigan State University (Ann E. Austin, PI). The information from this research may be published for scientific purposes; however, your identity will not be given out.

Your participant questionnaire, the recording of your interview, and the transcript made from the recording will contain identifiable information. These data will be stored until the study is complete and up to 5 years later; then these data will be destroyed using secure-erase protocols for the digital files. The stored data will not be shared with other investigators.

What you say in the SEED will be kept confidential and not ascribed to you as an individual. Given your role in the project, it is possible that we would want to attribute a quotation directly to you. If so, we will contact you to gain your consent to attribute that particular quotation. Without such case-specific permission, we will not directly attribute any quotations to you in any reports or products resulting from this study, and we will disguise or remove any potentially identifying information in the quotation.

Payment for Participation

You will not be paid to be in this study.

Questions

If you have questions, concerns, or complaints, or think the research has hurt you, talk to the research team's lead investigator, Sandra Laursen, at Sandra.Laursen@colorado.edu or 303-735-2942.

You may also contact the project co-investigators:

Ann E. Austin at Michigan State University (aaustin@msu.edu or 517-449-7119), or
Kris De Welde at the College of Charleston (deweldek@cofc.edu or 843-953-7594).

This research has been reviewed and approved by an IRB. You may talk to them at (303) 735-3702 or irbadmin@colorado.edu if:

- Your questions, concerns, or complaints are not being answered by the research team.
- You cannot reach the research team.
- You want to talk to someone besides the research team.
- You have questions about your rights as a research subject.
- You want to get information or provide input about this research.

Signatures

Your signature documents your permission to take part in this research.

Signature of subject

Date

Printed name of subject

Signature of person obtaining consent

Date

Printed name of person obtaining consent