

**Issue 5, Section 2. Protocol for Tracking and Reporting Student Participation in Research, Scholarship, and Creative Activities (RSCA)**

In Fall 2011, Cal State L.A. established the CUR to develop strategies for expanding and institutionalizing undergraduate research activities on campus. The Cal State L.A. CUR team participated in a two-day workshop sponsored by the national CUR and by the California State University Chancellor’s Office. The conference was designed to assist CSU campuses with improving and assessing the RSCA environment at CSU institutions (Appendix 5, page 3). As a result of the participation in this conference and follow-up meetings, the Cal State L.A. CUR team developed a draft plan and provided updates to the Chancellor’s Office (Appendix 5, pages 4-9). In addition, the Chancellor’s Office plans to adapt the CSU system-wide common management system (CMS) database to track RSCA participation across all campuses. The CSU system has also made progress in developing a CSU Undergraduate Research Journal (Appendix 5, pages 10-12).

Building on the work of the CSULA CUR committee, the Student Success Team, led by the Associate Vice President for Academic Affairs, has developed a comprehensive protocol for tracking and reporting student participation in research, scholarship and creative activities (RSCA). Data collection strategies and assessment instruments have been identified or will be developed to assess systematically RSCA activities across the University. Table 18 below summarizes the multi-pronged approach for documenting RSCA at Cal State L.A. In the narrative below, where possible, available data for each protocol item is described. In the future, data will be reviewed in the cycle and by individuals in the indicated offices. These individuals will provide summaries of their review to appropriate faculty and academic administrators so that data informs decisions about needed changes to improve the RSCA educational experience of students.

**Table 18: Protocol for Tracking and Reporting Student Participation in RSCA**

Item Number	Research, Scholarship and Creative Activities	Assessment Instrument	Reporting	Responsible Office
1	Student involvement in IRB approved research	IRB Database analysis	Annual report	Office of Graduate Studies and Research (Research Support Specialist)
2	Student involvement in laboratory research involving animals	IACUC Database analysis	Annual report	Office of Graduate Studies and Research (Research Support Specialist)
3	Honors Thesis	Number and type of honors thesis projects completed in each AY	Annual report	Director of Honors College
4	Number of graduate theses submitted to library	Maintain Thesis Database	Annual report	Office of Graduate Studies and Research (Thesis Completion Specialist)
5	Student involvement in externally funded research	Question re student involvement added to ORSP Intake form for tracking students and type of research	Annual report	Office of Graduate Studies and Research (Research Support Specialist)
6	Annual Student Research Symposium	Analysis of database on student participants in Student Research	Annual report	Office of Graduate Studies and Research (Director)

		Symposium (number of RSCA students, research by discipline)		of Research Development)
7	Faculty funded RSCA projects	Analysis of project report section on student involvement in RSCA	Annual report	Office of Graduate Studies and Research (Director of Research Development)
8	Student involvement in RSCA partially supported by CSU funds:			
	<ul style="list-style-type: none"> <li>Travel support to present RSCA</li> </ul>	Student RSCA Survey	Annual report	Office of Graduate Studies and Research (Assoc. Dean)
	<ul style="list-style-type: none"> <li>RSCA funds to support graduate student culminating projects</li> </ul>	Student RSCA Survey	Annual report	Office of Graduate Studies and Research (Assoc. Dean)
	<ul style="list-style-type: none"> <li>COAST Work Study</li> </ul>	Student Participant Survey Faculty Mentor Survey	Annual report	Office of Graduate Studies and Research (Assoc. Dean)
	<ul style="list-style-type: none"> <li>CETL funded grants</li> </ul>	Participant Survey	Annual Report	Director of CETL
9	Student self report re RSCA (sample of Freshman & transfer students)	NSSE data: cohort analysis	Every 3 years	Institutional Research
10	Senior self-report re RSCA	Senior Survey: questions re RSCA	Every 3 years	Institutional Research
11	CSU Chancellor's Office: CMS system-wide database	CMS system-wide database to be able to track RSCA participation across all campuses	Every 3 years	Institutional Research
12	RSCA data maintained by Department	Program Review: Questions re student involvement in RSCA	6 year review cycle	Department faculty
13	Student data from RSCA Activities in the curriculum	CMS Course Enrollment data	Biannual	Undergraduate Studies

### Protocol Item 1: Student Involvement in IRB approved Research

As summarized in Table 19, over the past three academic years, 515 students submitted applications to the Institutional Review Board (IRB) seeking approval or requesting a waiver for a research project involving human subjects. A notable majority of the student applications involved social research (89.7%), compared to natural science (4.9%) (e.g., laboratory research involving human subjects) and research in the field of humanities (5.2%). Student researchers identified in IRB applications came from the following top five disciplines: 1) social work (n=221); 2) psychology (n=39); 3) special education (n=35); 4) communication studies (n=24); and 5) kinesiology (n=14). Most of the projects involved survey research, with 61.5% of the students collecting primary data, and 37.1% conducting secondary data analysis using existing survey data.