Student Success Committee Update

March 1, 2019

Tracy Elliott, Chair

**Student Success Study Updated Timeline**

December 2018 -February 2019 Obtained feedback on IL Instruction data to be

collected and written data sharing agreement has been sent to the Deans. It is essential that these forms be returned as soon as possible for the IRB application to be completed.

Campus representatives were sent finalized data collection forms and guidelines. The forms and guidelines were reviewed through two zoom meetings and one-on-one meetings. Campuses can now begin identifying local information literacy instruction data points.

February-March 2019 Dr. Lou and Dr. Elliott submit IRB application and

receive feedback from the SJSU IRB as co-principal

investigators

March-April 2019 Campus representatives submit IRB application to

their campus IRBs. Dr. Lou and Dr. Elliott send finalized institutional data definitions for representatives/deans to submit to the offices of institutional data.

April 2019-September 2020 Campus representatives collect the library and

institutional data

September 2020 Campus representatives submit data to study

coordinator and student success committee chair

December 2020 Data analysis results and conclusions

February 2021 Preliminary report presented to COLD

May 2021 Final report submitted to COLD

**Data Variables Review**

**Institutional Data:** Dr. Luo and Dr. Elliott are finalizing the institutional data variables and definitions and will be submitted to the campuses in late spring. Dr. Lou and Dr. Elliott are invited to present at the Institutional Data managers CSU wide meeting April to explain the study.

**Library Info Lit Instruction Data**: On January 16, 2019 Lili and Tracy met by Zoom with participating librarians to review the variable definitions and collection method.

Data Variable Definition spreadsheets were made available in Confluence.

**Data Sharing Agreement**

Tracy sent out a data sharing agreement to the Deans on February 21, 2019. The agreements will be submitted to the SJSU IRB. It is essential for the Deans to add their signatures on DocuSign right away, as these are needed for the IRB application.

**IRB Approval**

Lili and Tracy submitted/will submit the IRB application in March. Once the IRB approved the study, the approval certificate will be sent to the library representatives and the Deans for them to submit to their campus IRBs.

**Data Collection**

Dr. Luo created a data collection form using Qualtrics that she offered to create for each campus. Most campuses are adapting their existing data collection platforms and will submit the data in an Excel spreadsheet template that was developed by Dr. Luo. SJSU is aiding some of the campuses with adapting their existing data collection platforms. We suggest the campuses begin preparing for this data collection as soon as possible. We are asking that each campus begin collecting the spring class data moving forward (not retrospectively), and then submit their spreadsheets to Dr. Luo to ensure the consistency of the data reporting. Collection of data should continue through the summer. This will help us be sure we are well prepared for clean and consistent data reporting for the 2019 fall semester. Deans are asked to periodically check in with their campus representatives to ensure the progress of data collection

**Data Management Plan**

The data will be secured on the SJSU Google Drive. No data should be sent to Dr. Luo or Dr. Elliott with personal identifiers. Campuses are asked to code the personal data prior to submitting. Dr. Luo is available to discuss coding methods. Once the study has been completed, the data will be returned to the campuses and be removed from the SJSU Google Drive.

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