

# HPU IRB Policy Regarding Quality Assurance

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Chairman, HPU Institutional Review Board

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**Subject:** HPU IRB Policy

Confirming that the HPU IRB policy in relation to program assessment will be as follows:

In keeping with Federal CFR 46.101.b1 and 46.101.b2 related to human subjects protection, program review/quality assurance activities, including institutional research at Hawai'i Pacific University are determined to be "normal educational practices" and an extension of the assessment of student outcomes, and faculty teaching that commonly occur in curricular and cocurricular activities. Examples of usual quality assurance activities included in academic program review, learning assessment, and HPU institutional research analyses are as follows:

1. Review of student work (papers, exams, portfolios, internship evaluations, etc.) to compile and analyze aggregate data relating to course and degree objectives defined by programs.
2. Administration of embedded assessment items, achievement tests, and surveys (such as ETS tests in general education or disciplines, the graduation and end-of-course surveys, student affairs satisfaction surveys, etc.) to compile and analyze aggregate data relating to student outcomes. If student identity is to be recorded, and informed consent procedure will be used.
3. Study of existing data, documents, records, if these sources are publicly available or if the information is recorded by the investigator in such a manner that subjects cannot be identified, directly or through identifiers linked to the subjects.

These activities are not subject to IRB review, and are exempt from submission to the IRB unless:

1. Outside stakeholders (e.g., the Department of Education) are involved
2. An outside IRB requests/requires approval by the HPU IRB
3. Publication of the results or presentation in a scholarly format is anticipated
4. Student names are to be recorded.