



Informed Consent (Online Survey)

This online survey is being distributed in support of a research project being conducted by Joshua Mitchell in partial fulfilment of his Master's Degree in Leadership at Royal Roads University. This survey is estimated to take approximately 15-20 minutes to complete.

Title of Research Project: Enhancing Collaboration in Student Services at KPU.

Principal Investigator: Joshua Mitchell

Application # 2015-037

Voluntary participation:

Your participation in this research project is completely voluntary. You have the right to withdraw from the research study at any time. Online survey participants can withdraw at any time prior to the completion of the online survey by simply abandoning the survey. Online survey participants may also skip any question(s) that they do not wish to answer. To have your responses included, please click the "submit" button at the end of the survey. Even if you do not want to join the study or if you withdraw from the study, you will still receive the same benefits and opportunities that other employees receive. Your decision also will not jeopardize your employment or income at Kwantlen. You should ask the principal investigator listed below any questions you may have about this research study. You may ask him questions in the future if you do not understand something that is being done.

This consent form explains the research study you are being asked to participate in. Please review this form carefully and ask any questions about the study before you agree to participate. You may also ask questions at any time after joining the study. See below for persons to contact.

Purpose of Research Project: Following the merger of the Office of the Registrar and Student Life & Community divisions in the 2012-13 academic year to form what is now Student Services, and in support of the goals and priorities outlined in Vision 2018 and in KPU's Academic Plan, the objective of this research project and this survey is to engage Student Services employees to address the following question: how can Kwantlen Polytechnic University enhance collaboration in the Student Services Division? Data collected from this survey will inform a better understanding of how Student Services employees define collaboration, the extent to which it is seen as important for Student Services and for KPU generally, examples of successful collaborative practices in Student Services, and perceived barriers to greater collaboration within the division.

Procedures: In support of this research project, all Student Services employees are invited to participate in a confidential online survey that is anticipated to take 15-20minutes to complete. Online survey participants can withdraw at any time prior to the completion of the online survey by simply abandoning the survey. Research participants who click the “submit” button at the end of the survey will have their responses included in the data analysis and report.

Risks of harm/Discomforts/Inconvenience: There are no known risks to participation in this research project. By consenting to participate in this research project, you have not waived your rights to legal recourse in the event of research related harm.

Benefits [including compensation if any]: There are no incentives or inducements associated with participation in this research project. The project will yield the following benefits: For KPU – by improving the effectiveness and the efficiency of services to students from the Student Services Division. For research participants – by giving voice and legitimacy to their experience, insights and knowledge through their participation and engagement in the research process. For society – by contributing to the enhancement of a public post-secondary institution. For the Principal Investigator – by further developing capacity for leadership and through the attainment of a graduate degree.

Alternatives to Participation for Similar Benefits: Employees who do not wish to participate in the study can contact the principal investigator to be furnished with an overview of the study inclusive of survey and focus group questions that will be asked. All Student Services employees will have access to the final report following its final approval and submission.

Confidentiality: Participant privacy and confidentiality will be protected throughout this study. Electronic data (survey results) will be stored on a password protected memory stick. All information and data collected, including any hard copy items, will be stored in a locked filing cabinet in the principal investigator’s home office. Information from the online survey will be coded to preserve participant anonymity and confidentiality, and will be summarized, in anonymous format, in the body of the final report. At no time will any specific comments be attributed to any individual unless specific agreement has been obtained beforehand. All documentation will be kept strictly confidential. Data collected in support of this research project will be retained for a period of one year following the completion of the study (anticipated completion: April 2016). All Student Services employees will be provided with access to the final report following its completion.

Persons to Contact:

If you want to talk to anyone about this research study because you think you have not been treated fairly or think you have been hurt by joining the study, or you have any other questions about the study, you should call the principal investigator, Joshua Mitchell at (604) 599-2474 or call the Kwantlen Office of Research and Scholarship at 604-599-2373