

San José State University
Human Subjects- Institutional Review Board

Request to Use Human Subjects in Research
Cover Sheet

Date submitted: 04/28/06 Project Period: From: Spring 2006 To: Fall 2006
Funded by: City of San Jose Redevelopment Agency
Name: Dayana Salazar Department: Urban & Regional Planning Department
Phone: Work: (408) 924-5854 Home: (408) 293-8992 Email Address: dayana.salazar@sjsu.edu
Address: One Washington Square
City: San Jose State: CA Zip Code: 95192-09185

Check one:

SJSU Faculty Member X

SJSU Student

SJSU Staff

Non-SJSU Investigator

Other (please describe)

Title of Proposed Project: Five Wounds/Brookwood Terrace (FWBT) Neighborhood Community Planning Workshops

Abstract: This project intends to update the neighborhood improvement plan for the FWBT area with community input

Number of Subjects: 200 approximately Age of Subjects: 18 years and above

Type of Subjects: Residents of the Five Wounds/Brookwood Terrace neighborhoods

Proposed research method: Public presentations and meetings

What Kinds of Data Will Be Collected: residents will express their opinions regarding neighborhood improvement proposals

Is a copy or description of each data collection instrument attached: YES X (sample workshop agenda) NO

Are procedures to protect confidentiality delineated: YES X NO

Are agreements from participating institutions (on their letterhead) included: YES NO NA

Is a consent form attached: YES X NO

Is it on SJSU letterhead? YES X NO

Possible Risks: None anticipated

Category of Risk:

A. Research involving only minimal risks to human subjects: Probability and magnitude of harm or discomfort are no greater than they encounter in daily life.

B. Research involving reasonable risk to human subjects: Risks to the subject are reasonable in relation to anticipated benefits to the subjects and the importance of the knowledge that may reasonably be expected to result.

Please submit two copies of the completed protocol and supporting materials to:

HS-IRB Coordinator
Graduate Admissions and Program Evaluations
San José State University
One Washington Square
San José, CA 95192-0025.

For questions call the HS-IRB Coordinator at (408) 924-2480.

Responsible Faculty Member Form

It must be submitted with all student research protocols.

Title of proposed project: _____

Student Investigator(s): _____

Responsible Faculty Member(s): _____

I (we), the undersigned, have reviewed the above named study and believe the research conforms to federal, state, and SJSU policy for the protection of human subjects in research. Further, I (we) will monitor the course and conduct of the proposed research.

Faculty Signature: _____ Date: _____ Dept. : _____

Email Address: _____

Verification of Translation Accuracy

Title of Proposed Project: _____

I, the undersigned, verify that all translated materials related to the above named study reflect the intent and spirit of the English text.

Signature: _____ Date: _____ Phone: _____

Mailing Address: _____

Extension of Time Request Format

Name: _____ Dept.: _____

Phone work: _____ home: _____

Email Address: _____

Address: _____

Title of project: _____

Reason for request: _____

Changes or significant events that have occurred during the approval period:

Include a copy of the original protocol.

San Jose State University

Human Subject – Institutional Review Board

Request for Exemption from Human Subjects Review

Name: Dayana Salazar		Department: Urban and Regional Planning Department	
Phone Number : Work:(408) 924-5854		During: Office hours	
Home: (408) 293-8992		During: Evenings	
Cell Phone:	Pager:	E-mail address: dayana.salazar@sjsu.edu	
Address: One Washington Square			
Select one: SJSU Student ____ SJSU Faculty __X__ SJSU Staff ____			
Non-SJSU Investigator ____ If Non-SJSU Investigator, SJSU contact: ____			
If Student, Name of Faculty Advisor:			
Signature of Faculty Advisor:			
Title of proposed project: Five Wounds/Brookwood Terrace (FWBT) Neighborhood Community Planning Workshops			
Abstract: This project intends to update the Neighborhood Improvement Plan for the FWBT neighborhood with community input			
Funded by: City of San Jose Redevelopment Agency			

Instructions

Describe:

1. Purpose of proposed research (see attached)
2. Methodology (see attached)
3. Timelines (see attached)
4. Procedure for selecting subjects (see attached)
5. Number and age of subjects
6. Status of the information collected is
 - ☐ Archival
 - ☐ Data Base
 - ☐ Non-Collected
 - ☒ Others: _public input_____
7. How and where information collected will be kept safe

Attach:

1. Example of materials such as questionnaires, interview questions, representation of computer-generated stimuli, etc.
2. Document (on SJSU letterhead) that ensures informed consent (form for subjects' signature, text to be read in telephone interviews, or introduction to inquiry with "primary sources"
3. Agreements or permission letters from participating institutions (as sources of subjects, or other participation)

CATEGORY OF EXEMPT RESEARCH __b__ (see Categories of Exempt Research, next page)

Do not write below this line — for IRB use only.

HUMAN SUBJECTS—INSTITUTIONAL REVIEW BOARD ACTION	
Request Approved _____	More Information Required _____
HS—IRB Review Required _____	
Provide the following information:	
To: HS-IRB Reviewer::	Date:
Reviewer's Signature:	Date:

San José State University Policy (F90-4) exempts several classes of research from HS-IRB review. SJSU bases recognition of these exemptions on the following two assumptions:

1. The risk to participants in the proposed activity is so minimal that required HS-IRB review represents unwarranted intrusion into the process.
2. Investigators (faculty, students, or staff) understand, accept, and will implement the principles of informed consent contained in Appendix C of policy F90-4.

At SJSU, investigators who conduct exempt research are required to provide individual participants with reasonable and necessary information so they may form their own decision to participate (e.g., cover letter to a questionnaire) and/or secure permission to conduct research from participating institutions.

Categories of Exempt Research

- a) Research conducted in established or commonly accepted educational settings, involving normal educational practices, including research on regular and special educational packages and comparisons among instructional techniques. This category will generally allow educational institutions to evaluate their educational programs.
- b) Research involving the use of educational tests, survey procedures, or observation of public behavior unless the information obtained is recorded in such a fashion that individuals can be identified and/or disclosure of responses outside the research could place the subjects at risk of criminal/civil liability and/or damage subjects' financial standing, employability or reputation.
- c) Research involving public officials or collection of personally identifiable information for which federal statutes require permanent confidentiality (rendering HS-IRB review unnecessary).
- d) Research involving the collection or study of existing data, documents, records, pathological specimens, or diagnostic specimens, if these sources are publicly available or no individual identification can be made.
- e) Research and demonstration projects approved by public agency heads and designed to study, evaluate, or otherwise examine public benefits or service programs.
- f) Taste or food quality evaluation and consumer acceptance studies if wholesome foods without additives are consumed or all ingredients are at or below safe levels set by the FDA.
- g) Requests for information from persons who agree to serve as "primary sources" subject to attribution in the professional writings of journalists, biographers, historians, anthropologists, etc.

NOTE: *The decision to exempt a protocol from HS-IRB review is made by the HS-IRB reviewer. Exemptions from HS-IRB review will not be granted for research involving protected classes of subjects (e.g., fetuses, pregnant women, prisoners, children, or those institutionalized as mentally disabled), even though the research may appear to belong to exempt category.*

Please submit **two copies** of this request and all supporting materials (as needed) to:

HS-IRB Coordinator
Graduate Admissions and Program Evaluations
San Jose State University
One Washington Square
San Jose, CA 95192-0025

If you have questions, please call (408) 924-2480

FIVE WOUNDS/BROOKWOOD TERRACE COMMUNITY PLANNING WORKSHOPS STATEMENT OF PURPOSE AND JUSTIFICATION

The purpose of this neighborhood planning process instrument is to prepare a neighborhood plan for San José's Five Wounds/ Brookwood Terrace (FWBT) neighborhood. There is no reasonable alternative way to gather information on resident's priorities without seeking information from and opinions of the residents' about their neighborhood environment. The findings of this planning effort will feed into the larger CommUniverCity collaboration with the FWBT neighborhood and the City of San José.

CommUniverCity San Jose is a collaboration between the San José neighborhood of Five Wounds / Brookwood Terrace, San José State University, and the City of San José. This neighborhood was selected because it was judged underserved by the City and other agencies and because it is part of the City's Strong Neighborhood Initiative (SNI), which means the City is investing extra funding and staff time in it's improvement. The SNI process includes an elected Neighborhood Advisory Council (NAC) composed of local residents which reviews and must approve all projects. They have welcomed CommUniverCity, which will concentrate a range of service learning projects and classes in these neighborhoods over a period of five years or longer in hopes that by concentrating our efforts and extending them over a substantial time, we can have a significant impact. The SJSU CommUniverCity projects will be supported by the City and approved by the NAC. In order to measure the impact of the CommUniverCity projects, several outcomes/assessment procedures are being developed. The proposed citizen participation process will serve as an instrument to determine neighborhood priorities for CommUniverCity to focus on.

HYPOTHESIS

The hypothesis is that residents' priorities will focus on the following aspects of the community: a) education; b) health; c) affordable housing; d) community services; e) the creation of a "town square" next to the Five Wounds church; f) revitalization of the commercial corridor along East Santa Clara Street and Alum Rock; g) development along the abandoned Southern Pacific railroad tracks; h) walkability (or means to make the neighborhood more pedestrian-friendly).

METHODS SECTION

Subjects:

Public workshops will be advertised through the regular community organizations, including neighborhood association meetings, PTAs, business associations, cultural groups, and churches. It is anticipated that approximately 200 adult residents will participate in public workshops.

Participants of the workshops are expected to indirectly benefit from this study as the neighborhood identified priorities are addressed by the city of San José and CommUniverCity, which will re-direct funding and resources for

There are no anticipated risks to the subjects.

Respondents will not be compensated in any way.

Materials and Devices:

Attached is a flyer that will be used to announce public workshops.

Timeline:

Public workshops will be conducted through the Spring and Fall 2006 semesters.

Procedures:

The students of Urban and Regional Planning (URBP) 201 and 203 (Planning Problems I and Planning Problems II) class will design, prepare, and conduct public workshops for the Five Wounds Brookwood Terrace neighborhoods. The students (approximately 23 in number) will be divided into teams to focus on one of eight specific aspects of the community specified above (see *hypothesis*).

At the registration table for the workshops, the consent form will be read to the participant and her/his signature will be obtained on a sign-up sheet as they register for the workshop. Once the participant signs in, they will join the rest of the group in the workshop. Residents who attend the workshop will be asked to provide their opinion on the information and recommendations presented.

Confidentiality:

No personally identifiable information (like the name of the respondent) will be collected through the public participation process. Any public notes that might have inadvertently included names or other identifying information will be immediately destroyed. The public input will be compiled into workshop minutes of the workshop.

Consent Form:

A consent form is included on SJSU letterhead (attached).

Data Collection Instrument:

Participants will be asked to respond to presentations of information about their neighborhood at public workshops.

A model agenda of the workshops is attached.

Responsible Investigator: Dayana Salazar

Title of Protocol: Five Wounds/Brookwood Terrace Neighborhoods
Community Workshops



San José State
UNIVERSITY

**Department of Urban and
Regional Planning**

One Washington Square
San José, CA 95192-0185
Voice: 408-924-5882

1. You have been asked to participate in a community planning workshop that aims to determine what are the neighborhood improvement priorities for the Five Wounds/Brookwood Terrace neighborhoods.
2. Participating in this public input process involves no risk to you.
3. You and the other residents of the Five Wounds/Brookwood Terrace neighborhoods will benefit if this research is used by the city and San José and/or the San José State University to find ways to enhance the quality of life of your neighborhood.
4. Although the results of this study may be published, no information that could identify you will be included.
5. Questions or complaints about this research may be addressed to Dayana Salazar, (408) 924-5882. Questions about research subject's rights or research-related injury may be presented to Pamela Stacks, Ph.D., Associate Vice President, Graduate Studies and Research, at (408) 924-2480.
6. No service of any kind, to which you are otherwise entitled, will be lost or jeopardized if you choose to not participate in the study.
7. Your consent is being given voluntarily by signing in to participate in the public workshop. You may refuse to participate in the survey. If you decide to participate in the survey, you are free to withdraw at any time without any negative effect on you relations with San José State University or with any other participating institutions or agencies.
8. Your signature indicates that you agree to participate in this workshop:

Date

Signature

Thank you for participating in this workshop.

Sincerely,

Dayana Salazar

Dayana Salazar, Chair and Associate Professor
Urban and Regional Planning Department
One Washington Square
San José State University
San José, CA 95192-0185
Phone: 408-924-5854
Fax: 408-924-5872

The California State University:
Chancellor's Office
Bakersfield, Chico, Dominguez Hills,
Fresno, Fullerton, Hayward, Humboldt,
Long Beach, Los Angeles, Maritime Academy,
Monterey Bay, Northridge, Pomona,
Sacramento, San Bernardino, San Diego,
San Francisco, San José, San Luis Obispo,
San Marcos, Sonoma, Stanislaus

FWBT COMMUNITY PLANNING WORKSHOPS

Goals

The workshops will provide an opportunity for participants to:

- receive information, engage in dialog, and provide input on the Neighborhood Improvement Plan (NIP) update
- recognize CommUniverCity's and San José State University's collaboration with the community
- be motivated and know of specific means to stay engaged in the NIP update process

Schedule

7:30-8:00 a.m.	Set-up
8:30-9:00 a.m.	Breakfast and registration
9:00-9:30 a.m.	Opening ceremony
9:45-10:00 a.m.	Instructions/workshop overview
10:00-10:45 a.m.	Workshop round 1
11:00-11:45 a.m.	Workshop round 2
12:00-1:00 p.m.	Lunch
1:00-1:45 p.m.	Workshop round 3
2:00-2:45 p.m.	Workshop round 4
3:00-3:30 p.m.	Closing, debriefing
3:30-4:00 p.m.	Clean-up

“Generic” Agenda

All 45-minute workshops will follow a general structure that includes the following steps:

1. *Greeting*
 - Facilitators look out for participants, beckon, and welcome them to the session
2. *Introduction (I: Why)*
 - Facilitators introduce themselves
 - Purpose of the workshop and FWBT Renewing the Action Agenda project
 - CommUniverCity's role
 - Ice breaker. Ask participants to locate their home on the map (using a dot)
 - Reaffirmation of the overall NIP vision. Discuss a vision for the specific theme of the workshop
3. *Presentation (II: What)*
 - Background, analysis, alternatives, rationale
4. *Community Input (III: Practice)*
 - Participants provide feedback on what has been presented
 - Participants discuss and synthesize their input.
 - Some groups may choose to use dots to get a general sense of what is important to them.
5. *Next Steps (IV: Action)*
 - The group talks about opportunities to stay engaged
 - Facilitators invite and encourage participants to attend a “priority setting” workshop, when the next “top ten” list for the neighborhood will be determined
6. *Closing and Evaluation*
 - Participants fill out a workshop evaluation form (anonymous, see attached)



We're working together for a healthier community

The City of San José, San José State University and our Five Wounds/Brookwood Terrace community have joined forces to make our neighborhood a better place.

You are invited to participate in a community-based planning workshop to identify the top priorities of the Five Wounds/Brookwood Terrace neighborhoods for the next five years.

[Insert date here]
McKinley Neighborhood Center
651 Macredes Avenue
(behind McKinley Elementary School)
9 a.m. to 12 noon

*COME TOGETHER WITH YOUR NEIGHBORS TO PRIORITIZE STRATEGIES
TO IMPROVE THE QUALITY OF LIFE IN YOUR NEIGHBORHOOD.*

The workshop will focus on:

- Educational Success
- Access to Health
- A Walkable Neighborhood
- A Town Square next to Five Wounds Church
- Affordable Housing
- Santa Clara-Alum Rock Business Corridor
- Community Facilities and Services
- The old Southern Pacific Rail Line

For additional information contact

CommUniverCity San José
at McKinley Neighborhood Center

651 Macredes Avenue
San José, CA 95116
(408) 297-3301
communivercity@yahoo.com