

## Washington Student Experience Survey

### Overview

*This informational section is included for participating institutions and for IRB review and will not be presented to participants.*

The purpose of this instrument is to assess the prevalence of unmet basic needs among students in higher education institutions in Washington State in Fall 2022. The [original data collection instrument](#) was created in 2021 by higher education professionals in Washington through the [Basic Needs Data Work Group](#) facilitated by the Washington Student Achievement Council, with support from The Hope Center for Community, College and Justice at Temple University.

The instrument incorporates items or definitions provided by the United States Department of Agriculture (food insecurity items), the federal McKinney-Vento Assistance Act (housing security definitions), and the [Hope Center for College, Community and Justice's #Real College Survey](#) (additional demographic and status items).

## INSTRUCTIONS TO STUDENTS

### Student Experience Survey:

We are asking you to be in a research study. Participation is voluntary. The purpose of this form is to give you the information you will need to help you decide whether to participate. Please read the form carefully. You may ask questions about anything that is not clear. When we have answered all of your questions, you can decide if you want to be in the study or not. This process is called “informed consent.”

**DESCRIPTION OF THE SURVEY** Colleges in Washington want to learn about the best ways to help students succeed and are working with the Washington Student Achievement Council (<https://wsac.wa.gov/>) to better understand challenges faced by students. Help them by sharing your real life experiences during college by participating in this survey (you were invited to participate simply because you are currently enrolled at a participating college in Washington). The survey questions will address your basic needs (food, housing, etc.) and services available to you to meet those needs. Your responses will help colleges to improve services for students and will be summarized in a report to state lawmakers to help them better understand the support needs of college students.

**WHAT WILL MY PARTICIPATION INVOLVE?** This one-time survey should take less than 10 minutes to complete but will make a big difference in colleges' ability to understand and help students.

**ARE THERE ANY BENEFITS TO ME?** There are no direct benefits or compensation for participating in this survey, however your participation in this survey may inform the development of new support services which will benefit students in need at your college or university.

**ARE THERE ANY RISKS TO ME?** You may find some questions uncomfortable; remember you can reply “prefer not to answer” to any questions. While the survey does not collect any personally-

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identifiable information, there is a remote possibility that through a combination of demographic variables your responses could be identified by researchers at your institution. However, individual-level responses will be kept confidential (data will be saved on secure servers and accessible only to approved researchers at participating colleges) and will not be included in any analyses or reports of survey results. (Note: Data collected through this survey may be used for future studies on student needs without your additional informed consent, but only by approved researchers at participating colleges.)

**WHO SHOULD I CONTACT IF I HAVE QUESTIONS ABOUT THE SURVEY?** Questions about the survey can be directed to the Lead Partner Institution (Western Washington University) at [ssi@wwu.edu](mailto:ssi@wwu.edu). If you have questions about your rights as a research participant, you can contact the Western Washington University Office of Research and Sponsored Programs (RSP) at [compliance@wwu.edu](mailto:compliance@wwu.edu) or (360) 650-2146.

**AGREEMENT TO PARTICIPATE IN THIS SURVEY** Your participation in this survey is completely voluntary. You may stop the survey at any time. By participating in the survey you acknowledge you are currently enrolled in a participating college and you consent to your responses being included in the survey dataset for analysis and reporting purposes. You may print this page for your records.

Do you agree to participate?

- a. Yes
- b. No

**What college or university do you attend? (drop down)**

### Module 1: Food security

*First we will ask questions related to food.*

1. In the last 30 days, the food that I bought just didn't last, and I didn't have money to get more. \*
  - a. Often true
  - b. Sometimes true
  - c. Never true
  - d. I prefer not to answer
  
2. In the last 30 days, I couldn't afford to eat balanced meals.
  - a. Often true
  - b. Sometimes true
  - c. Never true
  - d. I prefer not to answer

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- If 'Often true' or 'Sometimes true' to question 1 or 2, ask:
3. In the last 30 days, did you ever cut the size of your meals or skip meals because there wasn't enough money for food?
- Yes
  - No
  - I prefer not to answer
- If 'Yes' to question 3, ask:
4. In the last 30 days, how many days did this happen? \*
- Once
  - Twice
  - Three times
  - Four times
  - Five times
  - More than five times
  - I prefer not to answer
5. In the last 30 days, did you ever eat less than you felt you should because there wasn't enough money for food? \*
- Yes
  - No
  - I prefer not to answer
6. In the last 30 days, were you ever hungry but didn't eat because there wasn't enough money for food?\*
- Yes
  - No
  - I prefer not to answer

### Module 2: Housing security

*Next we will ask questions about housing.*

7. Do you currently live in college housing?\*
- Yes
  - No
  - I prefer not to answer

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8. In the past 12 months, which of the following have you experienced (check all that apply):\*
- a. I had a rent or mortgage increase that made it difficult to pay
  - b. I was unable to pay or underpaid my rent or mortgage
  - c. I was unable to pay or underpaid a utility bill (electricity, gas, water, etc.)
  - d. I had an account default or go into collections
  - e. I moved in with other people because of financial problems
  - f. I lived with others beyond the expected capacity of a house or apartment
  - g. I had to leave my household because I felt unsafe
  - h. I moved three or more times
  - i. None of the above, none of these apply to me.
  - j. I prefer not to answer
9. In the past 12 months, have you slept in any of the following places due to loss of housing, economic hardship, or a similar reason (check all that apply)? \*
- a. Temporarily staying with relative, friend or couch surfing until I find other housing
  - b. In a camper or RV without a permanent home to return to
  - c. Temporarily at a hotel or motel without a permanent home to return to
  - d. In closed area/space with roof not meant for human habitation (such as abandoned building; car, truck, or van; encampment or tent; unconverted garage, attic, or basement; etc.)
  - e. At outdoor location (such as street, sidewalk or alley; bus or train stop; campground or woods, park, beach, or riverbed; under bridge or overpass)
  - f. At a treatment center (such as detox, hospital, etc.)
  - g. In transitional housing or independent living program
  - h. At an overnight shelter
  - i. At a group home such as halfway house or residential program for mental health or substance abuse
  - j. None of the above.
  - k. I prefer not to answer.

➤ If affirmative to question 7, and responded #8 a-h, ask

Did you sleep in this place/these places because you had no access to campus housing between academic terms?

- a. Yes
- b. No
- c. I prefer not to answer

**If you have questions about resources for food or housing, please contact (insert campus/ local information provided by institutions based on respondent's selected institution).**

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### Module 3: Health care access

*Next we will ask questions about health care.*

10. In the past 12 months, I was able to access the health care services I needed.\*

- a. Always true
- b. Sometimes true
- c. Never true
- d. Does not apply
- e. I prefer not to answer

➤ If sometimes/never to question 10, ask:

What prevented you from accessing the health care services you needed? (Select all that apply)

- a. I don't have health insurance.
- b. I have health insurance but it still costs too much.
- c. I wasn't able to find a care provider.
- d. I was lacking information.
- e. Other/write in.
- f. I prefer not to answer

11. In the past 12 months, I was able to access the mental / behavioral health services I needed.\*

- a. Always true
- b. Sometimes true
- c. Never true
- d. Does not apply
- e. I prefer not to answer

➤ If sometimes/never to question 11, ask:

What prevented you from accessing the mental health services you needed? (Select all that apply)

- f. Financial reasons - I don't have health insurance.
- g. I have health insurance but it still costs too much.
- h. I wasn't able to find a care provider.
- i. I had difficulty finding an available appointment.
- j. I wasn't sure where to go.
- k. Other/write in option
- l. I prefer not to answer

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### Module 4: Technology and internet access

*Next we will ask you about technology and internet access.*

12. In the last 30 days, have you had regular access to a suitable computer to use for your coursework? \*

- a. Yes
- b. No
- c. Does not apply
- d. I prefer not to answer

13. In the last 30 days, have you had sufficient internet access to complete your coursework?\*

- a. Yes
- b. No
- c. Does not apply
- d. I prefer not to answer

### Module 5: Resource use

*Next we will ask you about resources you may have used.*

14. In the past 6 months, which of the following community and public resources have you used\* (check all that apply):

- a. Tax refunds (including EITC)
- b. Basic Food / SNAP (food benefits)
- c. Medicaid or public health insurance
- d. Any utility assistance programs (e.g.: help paying for heat or water)
- e. Any community housing assistance programs
- f. Any community transportation assistance programs
- g. Veterans benefits
- h. SSDI (social security disability income)
- i. Child care assistance
- j. SSI (Supplemental Security Income)
- k. Unemployment compensation or insurance
- l. TANF (public cash assistance, formerly called ADC or ADFC)
- m. Other / write in
- n. I prefer not to answer

15. In the past 6 months, have you used any campus services or resources for basic needs? \* (check all that apply)

- a. Food resources
- b. Housing resources
- c. Health care
- d. Mental/behavioral health care
- e. Child care

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- f. Navigation / case management
- g. Other / write in
- h. I prefer not to answer

16. Please share any additional comments related to your experiences:

- a. (Text box)

### Student demographics questions

17. In what year were you born?

- a. (drop down years)
- b. I prefer not to answer

18. How do you usually describe your race and/or ethnicity?

- a. White
- b. African, African American or Black
- c. Hispanic or Latinx
- d. American Indian or Alaska Native or Indigenous
- e. Middle Eastern or North African or Arab or Arab American
- f. Southeast Asian
- g. Pacific Islander or Native Hawaiian
- h. Asian or Asian-American
- i. 2 or more races/ethnicities
- j. Not listed
- k. I prefer not to answer

19. With which gender do you most identify?

- a. Woman
- b. Man
- c. Non-Binary
- d. Not listed
- e. I prefer not to answer

20. Do you identify as a member of the LGBTQI+ community?

- a. Yes
- b. No
- c. I prefer not to answer

21. Are you living with a physical, mental/emotional or learning disability?

- a. Yes
- b. No
- c. I prefer not to answer

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22. Are you the parent, primary caregiver, or guardian (legal or informal) of any dependents?

- a. Yes
- b. No
- c. I prefer not to answer

➤ If yes for dependents, ask:

Do you need, use, or plan to use child care this academic year?

- a. Yes
- b. No
- c. I prefer not to answer

➤ If yes for use of child care, ask:

To what extent do you agree with the following statement: I can afford to pay for child care.

- a. Strongly disagree
- b. Disagree
- c. Undecided
- d. Agree
- e. Strongly Agree
- f. I prefer not to answer

10. Have you ever served, or are you currently serving, in the U.S. Armed Forces, Military Reserves, or National Guard?

- a. Yes
- b. No
- c. I prefer not to answer

11. Have you ever been in foster care?

- a. Yes
- b. No
- c. I prefer not to answer

➤ If yes, ask:

Were you in foster care after your 1<sup>st</sup> birthday?

- a. Yes
- b. No
- c. I prefer not to answer

➤ If yes, ask:

Did you "age out" of foster care?

- a. Yes
- b. No
- c. I prefer not to answer



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25. Which of the following best describes your academic program?
- a. Pre-college or basic education classes
  - b. Certificate
  - c. Apprenticeship
  - d. College general education requirements
  - e. Associate degree
  - f. Bachelor's Degree
  - g. Graduate Degree
  - h. Doctoral or professional degree
  - i. I am not pursuing a degree or certificate
  - j. I prefer not to answer
26. What is the highest level of education completed by any of your parents and/or guardians?
- a. Eighth grade or lower
  - b. Between 9th and 12th grade (but no high school diploma)
  - c. High school diploma
  - d. GED
  - e. Some college (but no college degree)
  - f. College certificate or diploma
  - g. Associate's degree
  - h. Bachelor's degree
  - i. Graduate degree
  - j. Don't know
  - k. I prefer not to answer
27. As of today, are you attending college full-time or part-time?
- a. Full-time (at least 12 credits)
  - b. Part-time (less than 12 credits)
  - c. I prefer not to answer
28. Are you attending classes fully online?
- a. Yes
  - b. No
  - c. I prefer not to answer
29. Are you currently receiving income-based financial aid for your education (for example: Pell grant, Washington College Grant, need-based scholarships, etc.)?
- a. Yes
  - b. No
  - c. Don't know
  - d. I prefer not to answer

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30. What is your current employment status?

- a. Employed full-time
- b. Employed part-time
- c. Working multiple part-time jobs
- d. Currently seeking employment
- e. Not currently seeking employment
- f. Other
- g. I prefer not to answer

*> If graduate degree (g) for item 25, and responded a-c:*

Do you receive university funding for a graduate assistantship, or other university funding?

- a. Yes
- b. No
- c. I prefer not to answer

## Appendix B – Participating Institution Guidance

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### Washington Student Experience Survey: Participating Institution Guidance

Thank you for serving as a Participating Institution for the Washington Student Experience Survey (WSES)! This document outlines the responsibilities, protocols, and expectations for participation in the WSES project.

**Project Overview:** The project goal is to create a report describing state-level data on the prevalence of postsecondary basic needs insecurity, highlighting any disparate impacts on particular student populations, that can be used to drive policy and investment in Washington in 2023. The survey will collect census-level, anonymous data from postsecondary and basic education enrolled students, with an estimated maximum of 112,000 records. The survey includes approximately 30 questions including both basic needs-related and demographic questions that were prioritized by institutions (see Appendix A for full survey instrument). The analysis of the data will include disaggregation by demographics, student status, region, and education sector to identify any disparate impacts of basic needs insecurity.

**Lead Partner Institution:** Western Washington University (WWU) will be serving as the Lead Partner Institution for administration, analysis, and reporting for the WSES project. Questions about survey administration, analysis, and reporting can be directed to [ssi@wwu.edu](mailto:ssi@wwu.edu).

**IRB Approval:** WWU has secured internal IRB approval for their role in administering the survey, analyzing the data, reporting on the findings, and sharing the dataset with participating institutions (documentation included in Appendix D). This approval includes a waiver of parental permission for minors to participate in the survey to accommodate Running Start students. This approval also included the finding that the role of participating institutions in the project does not constitute direct engagement in research and therefore does not require IRB approval for the purposes of compliance at WWU. However, participating institutions with concerns about their role in distributing the survey and reporting aggregate data on solicited students should consult with their own IRB offices regarding any institutional requirements for approval.

**Survey Administration:** Survey will be built and administered by WWU using the Qualtrics platform. Anonymous weblinks will be provided to participating institutions for distribution on 09/02/22. **The survey will be open for responses from 09/09/22 until 11/30/22.**

**Survey Distribution:** Participating institutions will solicit survey participation from all students currently enrolled in credit-bearing courses (not including community education offerings) by 10/31/22

- **Participating institutions will solicit survey participation only through emails sent directly to secure student accounts using the full Approved Recruitment Language provided (see Appendix C, page 1)**
  - In order to maintain consistency in our recruitment procedures and ensure the validity of our population analysis, *please do not deviate from this protocol*
  - Participating institutions are encouraged to use mail merge with the provided recruitment language to send personalized emails to student accounts
  - Recruitment language should be updated to include end date 30 days after date of initial solicitation
  - Participating institutions are encouraged to send a reminder email 14-16 days after the initial solicitation using the provided Recruitment Reminder Language (see Appendix C, page 2), in order to increase response rates
  - In order to maintain consistency in our recruitment procedures, **please do not offer incentives for survey participation.**

**Solicited Students Data:** Participating institutions will report to WWU the number of individual students who receive solicitations (in order to calculate the size of the overall survey population) as well as aggregate demographic data for those students (in order to analyze representativeness of respondents) by 11/15/22

- **Aggregate demographics for solicitation recipients should be reported (emailed to [ssi@wwu.edu](mailto:ssi@wwu.edu)) using the Solicited Students Data Worksheet (see appendix B)** and should include counts for the following demographic markers:
  - First-generation status
  - Full-time/part-time enrollment status
  - Gender (for each type)
    - Female
    - Male
    - Other
  - Pell-eligibility status
  - Race/ethnicity (for each type)
    - African American or Black
    - American Indian or Alaska Native
    - Asian
    - Hispanic or Latinx
    - Pacific Islander or Native Hawaiian
    - White
    - Two or more races/ethnicities
    - Unknown race/ethnicity

**Data Analysis:** Data will be analyzed by to determine response rates and confidence interval ranges for each item; to calculate rates of unmet basic needs for the overall respondent population; to calculate rates for sub-populations, disaggregating by each demographic, student status, region, and education sector category; and to identify any meaningful relationships/trends in the dataset.

**Report Development:** A final report describing the survey project, data analysis, and findings will be provided to WSAC and made available to participating institutions on 01/17/23 in DOCX and PDF formats. The report will include the following appendices:

- *Appendix 1:* Responses, response rates, and confidence intervals for each item overall and disaggregated for all demographic, student status, region, and education sector categories
- *Appendix 2:* Administration and methodology notes (including respondent characteristics, rate definitions, etc.)
- *Appendix 3:* Survey instrument and materials

**Results Datasets:** The final datasets for the survey results will be made available to participating institutions from 01/17/23 until 01/31/31. Participating institutions can request the aggregate datasets (for the state and for their institution) and/or the individual-level dataset for their institution. Requested datasets will be provided on the following conditions:

- Datasets will be provided only to the identified Survey Point of Contact for the participating institution, who will be responsible for managing access and storage of the requested data
  - Aggregate data may be used freely by participating institutions for program evaluation purposes
  - Other uses of aggregate datasets and all uses of individual-level datasets are subject to review by the IRB of the participating institution

## Appendix B - Participating Institution Guidance

- Individual-level datasets will only be made available to individuals identified with the Lead Partner Institution, will not be shared beyond those individuals, and must be saved on secure servers
- Individuals who have access to individual-level datasets must agree to avoid any attempts to re-identify subjects, to avoid disclosing any identities that might be inadvertently re-identified, or to otherwise compromise the privacy of the subjects
- Datasets can be requested by contacting the Lead Partner Institution at [ssi@wwu.edu](mailto:ssi@wwu.edu) – please indicate which datasets you are requesting; if an individual-level datasets is being requested, please include in your request the names and titles of individuals who will be authorized to access the dataset

### Timeline:

Date	Action/Deliverable
08/30/22	<ul style="list-style-type: none"> <li>• Participation Agreements Finalized with WSAC</li> </ul>
09/02/22	<ul style="list-style-type: none"> <li>• Survey Finalized for Distribution                             <ul style="list-style-type: none"> <li>○ Link distributed to participating institutions</li> </ul> </li> </ul>
09/09/22	<ul style="list-style-type: none"> <li>• Survey Opens for Responses</li> </ul>
09/09/22 – 11/30/22	<ul style="list-style-type: none"> <li>• Participating Institutions Solicit Survey Participation                             <ul style="list-style-type: none"> <li>○ Participating institutions provide demographic data on students receiving solicitations to Lead Partner Institution</li> </ul> </li> </ul>
11/30/22	<ul style="list-style-type: none"> <li>• Survey Closes for Responses</li> </ul>
01/17/23	<ul style="list-style-type: none"> <li>• Survey Analysis and Report Finalized                             <ul style="list-style-type: none"> <li>○ Distributed to participating institutions</li> </ul> </li> </ul>
01/17/23 – 01/31/23	<ul style="list-style-type: none"> <li>• Dataset Available                             <ul style="list-style-type: none"> <li>○ Available to participating institutions upon request</li> </ul> </li> </ul>

**Administration Questions:** Questions about the administration of the WSES survey can be directed to Matt Bryant at Western Washington University (the Lead Partner Institution) at [matt.bryant@wwu.edu](mailto:matt.bryant@wwu.edu) or 360-650-2982.

## Appendix C – Approved Recruitment Language

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### WSES – APPROVED RECRUITMENT LANGUAGE (INITIAL SOLICITATION)

**Participating colleges will be asked to use only the provided invitation language in full and to only distribute the invitation via email, in order to ensure consistency in recruitment.**

Subject: Washington Student Experience Survey – Invitation to Participate  
From email address: [someone students “know” at YOUR COLLEGE]

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LETTERHEAD FOR EMAIL] [COLLEGE

Dear [STUDENT FIRST NAME],

You’re the expert when it comes to what’s happening with your college experience – so we need your help to make [COLLEGE OR UNIVERSITY NAME] the most supportive it can be for you and fellow students.

You are invited to share about your college experience in the **Washington Student Experience Survey**. You were chosen to reply simply because you are one of our students and we value you. You may click the link below to get started – the survey should take no more than 10 minutes to complete.

[LINK]

If the link is not working, try to copy and paste it into your web browser. We ask that you complete the survey by [END DATE – 30 DAYS AFTER SOLICITATION DATE, NO LATER THAN 11/30/22] to ensure your responses are included in the results.

Please note: your participation in this survey is voluntary, no personally-identifiable information will be collected, and all individual responses will be kept confidential (data will be saved on secure servers and shared with approved researchers only; no attempts will be made to identify individual respondents). If you have questions about the survey, please send a note to the Lead Partner Institution for this project (Western Washington University) at [ssi@wwu.edu](mailto:ssi@wwu.edu).

Thank you.

[NAME AND EMAIL SIGNATURE OF PERSON SENDING EMAIL]

**WSES – APPROVED RECRUITMENT LANGUAGE (REMINDER SOLICITATION)**

**Participating colleges will be asked to use only the provided reminder language and to only distribute the reminder via email to the original recipients, in order to ensure consistency in recruitment.**

Subject: Washington Student Experience Survey – Follow-Up  
From email address: [someone students “know” at YOUR COLLEGE]

\_\_\_\_\_[COLLEGE]  
LETTERHEAD FOR EMAIL]

Dear [STUDENT FIRST NAME],

Recently you were contacted regarding the Washington Student Experience Survey. If you responded to the survey, we want to say thank you! Your feedback will help [COLLEGE OR UNIVERSITY NAME] the most supportive it can be for you and fellow students.

If you have not yet responded to the survey, you are invited to share about your college experience in the **Washington Student Experience Survey**. You were chosen to reply simply because you are one of our students and we value you. You may click the link below to get started. We ask that you complete the survey by [END DATE – 30 DAYS AFTER INITIAL SOLICITATION DATE, NO LATER THAN 11/30/22] to ensure your responses are included in the results.

[LINK]

If the link is not working, try to copy and paste it into your web browser.

Please note: your participation in this survey is voluntary, no personally-identifiable information will be collected, and all individual responses will be kept confidential. If you have questions about the survey, please send a note to the Lead Partner Institution (Western Washington University) at ssi@wwu.edu.

Thank you.

[NAME AND EMAIL SIGNATURE OF PERSON SENDING EMAIL]

# Appendix D – Solicited Students Data Worksheet

Below is an example of the [Solicited Students Data Worksheet](#). Participating institutions must complete and submit the worksheet by November 15, 2022.

Washington Student Experience Survey - Solicited Students Data Worksheet																
	Total individuals receiving solicitations (#)	First-generation (#)	Full-time (#)	Part-time (#)	Female (#)	Male (#)	Other Gender (#)	Pell-eligible (#)	African American or Black (#)	American Indian or Alaska Native (#)	Asian (#)	Hispanic or Latinx (#)	Pacific Islander or Native Hawaiian (#)	White (#)	Two or more races/ethnicities (#)	Race/ethnicity unknown (#)
<i>Enter Institution Name</i>																
<p><b>Instructions:</b> Please complete highlighted fields for all individuals receiving survey solicitations. A count of all recipient should be provided for total individuals, and then counts should be provided for recipients with each demographic marker. Email completed worksheet to <a href="mailto:ssi@wwu.edu">ssi@wwu.edu</a> with the subject line "WSES Data Worksheet" by 11/15/22. Thanks!</p>																



**To:** Matt Bryant  
**From:** Stephanie Richey  
**Subject:** Human Subjects Application  
**Date:** 7/22/2022  
**Action Taken:** APPROVED  
**Approval Expiration Date:** 7/21/2023  
**Principal Investigator:** Matt Bryant  
**Project Title:** Washington Student Experience Survey  
**Protocol Number:** 4801FB22  
**Review Category:** Full Board Review  
**Funding:** Washington Student Achievement Council, 07/01/2022 - 01/31/2023

The Western Washington University (WWU) Institutional Review Board (IRB), voted to **approve (pending conditions)** your protocol as meeting the requirements under 45 CFR 46, subpart A and subpart D. The IRB also approved a waiver of parental permission for minors under the criteria listed in 45 CFR 46.116(d) and 46.408(c).

On July 22<sup>nd</sup>, 2022, an IRB designee confirmed that the required conditions were met. Recruitment and data collection can begin.

Please ensure the following:

1. The research will be conducted only according to the approved protocol.
2. The research will be conducted in accordance with the ethical principles of Justice, Beneficence, and Respect for Persons, as described in the Belmont Report, as well as with federal and University policy.
3. Any individual interacting or intervening with human subjects or their identifiable data will be appropriately trained in human research subject protections (CITI Basic Social/Behavioral Researcher course), research methods, and responsible conduct of research.
4. The Principal Investigator will retain documentation of all past and present personnel, including documentation of their training.
5. The Principal Investigator will ensure that trainings remain up to date.
6. IRB approval will be obtained **prior to making any** modifications from the approved protocol or materials. The only exception is that a modification is not required for adding or removing research personnel other than the Principal Investigator (PI), PI Proxy, or Faculty Advisor (if applicable).
7. All research records (the application approval or determination packet, correspondence with the IRB, any other IRB-related approvals, signed consent forms, and documentation of research personnel

trainings in human research subject protections) will be maintained in accordance with [WWU's guidelines for document retention](#).

8. The IRB will be promptly informed of any issues that arise during the conduct of the research, such as adverse events, unanticipated problems, protocol deviations, or any issue that may increase the risk to research participants.
9. The Principal Investigator will track their study expiration date listed at the top of this letter and submit a status report at least 6 weeks prior to the expiration, in order to continue research activities.
10. When all interaction and intervention with human subjects or their identifiable data is complete, the Principal Investigator will submit a final status report to close the application.

Thank you for your attention to these details. If you have questions at any point, please review our website ([www.wvu.edu/compliance](http://www.wvu.edu/compliance)) or contact a Research Compliance Officer.

**Approving IRB Representative:** Stephanie Richey

**Approval timestamp:** 7/22/2022

# Appendix F – Postsecondary Basic Needs Data Work Group

## Overview

Toward Washington’s state goal of 70% postsecondary attainment, Washington Student Achievement Council has identified students’ unmet basic needs as a rapidly growing barrier to postsecondary attainment, including food and housing security, childcare access, and mental health care. Recent research shows basic needs barriers are exacerbated by our current economic and public health crises and are impacting an expanded population of students, particularly low-income students and students of color. And yet, siloes across educational sectors have limited awareness, consensus-building, and planning to advance a statewide agenda to address postsecondary basic needs.

In 2019, WSAC convened the Postsecondary Basic Needs Advisory Group to identify barriers as well as effective partnerships. Building on this foundation in 2021, WSAC convened a Basic Needs Data Work Group to develop statewide information on unmet basic needs, agree on basic needs data points of value on regional and state levels, develop a coordinated assessment and implementation plan, and develop an analysis and information-sharing plan. The Hope Center for College, Community and Justice provided guidance and technical assistance to the work group.

## Work Group Objectives

1. Develop a statewide plan to address the need for data on postsecondary basic needs insecurity.
2. Plan implementation at Washington postsecondary institutions.
3. Present data recommendations to the Washington Student Achievement Council in July 2021.

## Data Work Group Structure

The Assessment workgroup will include partners from across Washington state, including higher education leaders and student leaders, as well as technical support from the Hope Center, ERDC, and WSAC.

- **Work Group:** 14 leaders from both CTCs and baccalaureate institutions, including a steering team of four leaders from WWU, UWT, CWU and SPSCC
- **Facilitation / Support:** WSAC staff
- **Technical Assistance:** Hope Center, Education Research and Data Center, WSAC Research

## 2021 Work Group Meetings

- March 24, 8:30-10:30 am
- April 14, 8:30-10:30 am
- May 12, 8:30-10:30 am
- June 9, 8:30-10:30 am

## Postsecondary Basic Needs Data Work Group Participation

Institution	Participants (Steering Team)
Central Washington University	Joy Stochosky, Director of Case Management
South Puget Sound Community College	Jen Manley, Dean of Student Engagement and Retention
Western Washington University	Matt Bryant, Division Assessment Consultant for Enrollment and Student Services
University of Washington Tacoma	Mentha Hynes-Wilson, Vice Chancellor for Student Affairs

## Appendix F - Postsecondary Basic Needs Work Group

WGU-WA, Peninsula College	Nitasha Lewis, WSAC Student Policy Consultant, Upward Bound Director
Eastern Washington University	Michelle Helmerick, Student Care Team Manager
Bellevue College	Dr. Brenda Ivelisse, Associate Vice President, Student Affairs
Gonzaga University	Dr. Colleen Vandenoorn, Assistant Dean, Student Involvement & Leadership
Peninsula College	Brian Kneidl, Director of Workforce Programs
Washington State University Tri Cities	Ian Jamieson, Director of Student Engagement and Leadership
WA State Board for Community and Technical Colleges	Jessica Porter, Program Manager, Student Services
Washington State University, Vancouver	Elias Cohen, Campus Director for Institutional Effectiveness
Washington State University, Everett	Anna McLeod, Associate Director of Student Affairs
Washington State University, Global	Joy Thompson, Assistant Director of Student Services
Support/ Consultation:	<p>Ami Magisos, Facilitator/Convener, Associate Director of Policy &amp; Planning, WSAC</p> <p>Liz Looker, Consultant, Hope Center for Community, College and Justice</p> <p>Isaac Kwakye, Senior Director of Research, WSAC</p> <p>Jim Schmidt, Education Research and Data Center</p> <p>Alice Few, Institutional Research, UW-Tacoma</p> <p>Roy Caligan, Senior Director of Institutional Effectiveness and Planning, Spokane Community College</p> <p>Zach Morgan, Executive Director, Effectiveness and Research, Bellevue College</p>