

Administration Protocol

I. Purpose

The purpose of the Youth-led Participatory Action Research (YPAR) retrospective survey is to collect information on students' perception of their knowledge, skills, behavior, confidence and other impacts after participating in YPAR. The survey is designed to be used toward the end of a year's YPAR project. You can use this survey with youth researchers who have either completed all or some of the YPAR project steps. However, it is recommended that YPAR groups would have met for at least 6 sessions over a four-week period to collect the survey.

II. Who Should Administer

CFHL, UCCE staff who have worked as adult allies with YPAR groups or who have supported adult allies at the site should administer this survey. Currently, this survey is not intended to be administered by non CHFL, UCCE staff but please contact Barbara MKNelly bmknelly@ucdavis.edu if this presents a challenge. The State Office will review these procedures annually with UCCE staff input.

III. When to Administer

The YPAR retrospective survey should be administered to an entire YPAR cohort of researchers when all planned YPAR lessons have been completed for the year. When possible, administer the survey at the end of the last meeting. If that is not possible, administer the survey either as close to the end of planned activities as possible or even after concluding activities, but not more than two weeks after their completion.

IV. Materials Needed

- PDF copy of the student consent page to read aloud to students with the UCCE local contact information added. (see also V. and VI. Student Consent).
- Electronic or printed copy of this administration protocol.
 - If students will be completing the **online survey** in Qualtrics, you will need the Qualtrics survey link available on the [Youth Evaluation Tools](#) webpage under Youth Participatory Action Research (YPAR) (e.g., see [YPAR \(Retro\) Qualtrics Survey](#) link).
 - If students will be completing hard copies of the **paper survey**, you will need enough copies of the survey with consent form for each student and a couple of extras. You will find a printable version of the **YPAR Retrospective Survey** on the [Youth Evaluation Tools](#) webpage under Youth Participatory Action Research (YPAR).
- Provide Program/School Site name and County – for students to enter on their survey.
 - For Imperial UCCE only, also provide the Teacher and Period – for students to enter on their survey. (Note: For FFY 2022, the UCCE Imperial YPAR program is the only one with more than one YPAR group at a school site.)

V. Before You Begin

- Review consent page and add local UCCE contact information. The first page of the YPAR retrospective survey is a fillable PDF of the one-page consent form. The file should be downloaded and local contact information added.
- If students will be completing hard copy **paper surveys**, the local contact information should be added to the student consent form on the first page.
 - You will find a printable version of the **YPAR Retrospective Survey** on the [Youth Evaluation Tools](#) webpage under Youth Participatory Action Research (YPAR).
- If students will be completing the **survey online** in Qualtrics, the consent form appears before the survey but the local contact information will not be added. Prepare the one-page PDF of the student consent form with local contact information added to share with students who will be completing the survey online.
 - A fillable PDF of the **Student Consent Page (Grades 4 and higher)** is available on the [Youth Evaluation Tools](#) webpage.
- If students will be completing the survey online in Qualtrics, practice online administration with colleagues to become familiar with the protocol and YPAR Retrospective in Qualtrics. Note: When practicing, instruct participants to enter “**TEST**” for the Program/School Site name so that this “mock” data can be deleted from the survey data.

VI. Student Consent

The UC Davis Institutional Review Board (IRB) requires our program to obtain consent for all youth program evaluation. In order to secure consent to participate in the YPAR Retrospective Survey, CFHL, UCCE staff must read the student consent page aloud to students prior to administration, either virtually or in person. Consent to participate is assumed to have been provided if a student responds to the YPAR survey questions after hearing and/or reviewing the consent memo, which is provided to students as a paper copy or as an electronic link or file. The IRB does not require a signed student consent form or parental consent. The Student Consent form is the first page of both the printable version of the YPAR retrospective survey and the online survey in Qualtrics (e.g., see the printable **YPAR Retrospective Survey** and **YPAR (Retro) Qualtrics Survey** link under Youth Participatory Action Research (YPAR) on the [Youth Evaluation Tools](#) webpage).

VII. Administering the Survey

- If collecting **paper surveys**, please distribute the YPAR retrospective survey with the consent cover page including the local UCCE contact information.
- If collecting **surveys online**, provide the **YPAR (Retro) Qualtrics Survey** link that can be copied from the [Youth Evaluation Tools](#) webpage.
- Read the consent memo aloud. If students are completing the online Qualtrics survey, also direct students to the link where they can find the consent memo with local contact information or provide this as a PDF file. The consent page will also be the first page of the online survey, but the local UCCE contact information will only be included in the PDF file you share.
- For students consenting to respond to the survey,
 - ❖ provide the Program/School Site and County that they should enter,
 - ❖ if more than one YPAR group at the same site, provide the teacher name and period they should enter

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- For the BEFORE versus NOW questions, ask students to read each question and think back to how you would have answered the question **BEFORE** participating in the program and check the appropriate box. Then check the box that best fits how you feel **NOW**.
- Provide sufficient time for students to complete the YPAR survey.
- If collecting online in Qualtrics, remind students when they are done to click on the Submit button that displays on the bottom of the last page.

Optional additional activities

Youth, Family and Community Advisor Yu Meng shared some additional suggested activities that could be facilitated with the YPAR Retrospective survey. The CFHL, UCC Imperial team will be piloting these activities during FFY 2022 so the descriptions below may be updated for FFY 2023.

- ❖ **Prepare students for YPAR Retrospective Survey:** After introducing purpose of evaluation and reviewing consenting form, educators can prompt students to internally reflect. Ask students to remember what they have done and learned during the many YPAR sessions this past year, refresh their memories on how they got started, the steps they took, and new things they explored during the YPAR program period. Give a few minutes for students to personally reflect where they were, what they learned, applied and shared in themselves, with families and friends, and within their community. When they are ready, for the BEFORE versus NOW questions, ask students to read each question and think back to how you would have answered the question **BEFORE** participating in the program and check the appropriate box. Then check the box that best fits how you feel **NOW**. If important impacts you thought of during your reflection are not captured by survey questions, please share them in the open-ended question at the end.
- ❖ **Celebrating participants' success through sharing reflections:** After evaluation data collection, educators can have a brief sharing activity with their participants on what they realized or not realized on the differences they were before and after the programming. **This sharing-out happens after evaluation to ensure participant's responses do not influence each other.**