

IRB Minutes for Friday 8/31/18
Wyatt 226 from 3-4:30 pm

The meeting was called to order around 3 pm.

Attending: Derek Buescher, Megan Gessel (Senate Liaison) Lisa Ferrari, Ha Jung Lee, Mike Pohl, Brad Reich, Mark Reinitz, Alexa Tullis, Andreas Udbye

Welcome new members and introduction of all members

Identify this year's charges

M. Gessel passed out a summary of last year's report as a way to develop the following charges in addition to the ongoing change of reviewing protocols.

Proposed additional charges are:

1. Solicit feedback from department chairs and write a policy for training of faculty. Last year members identified CITI training modules that should be completed by faculty, staff, and students doing research. The task now is to see what department chairs think.
2. Explore practices/policies for the use of technology in research, including using computers for online data storage and data collection.
3. Formulate practices for how staff and faculty are used for surveys and interviews, including recruitment of subjects and overlap with research conducted through IR.
4. Update IRB policies and procedures, if necessary, to meet current Federal guidelines, including changes to the common rule and requirement of a representative board.

Mike brought up an additional issue that we might want to add to our list of charges – the problem of students being told by their advisors to just go ahead with their research even though they have not received IRB approval. We may want to discuss the sanctions listed in the IRB handbook.

Another charge could be the tying up of loose ends such as ensuring that the IRB Handbook reflects the recent changes made to the protocol form.

Identify meeting time

This proved difficult but Monday 4-5pm was identified as the best option. The meeting times this semester are:

- September 24
- October 22
- November 19
- December 6 (this date is subject to change)

Elect new co-Chairs

A. Tullis and Anne Wilson (via email) agreed to be co-chairs

(M. Gessel exited the meeting)

Full board review of protocol 1718-104

Some relatively minor issues and inconsistencies were identified. A. Tullis will correspond with the PI and review the changes once submitted.

Discussion of submitted protocols

M. Reinitz mentioned that he received a protocol using the old format. It was agreed that protocols should now be using the new updated format and that we should check to make sure that the new forms and templates are available on the IRB website.

Finally

A. Tullis said she would do the following to ensure new members get up to speed:

- Send them the IRB training document made by Tim Beyer
- Contact Jimmy McMichael to make sure they can access the IRB shared drive

Respectfully submitted,

Alexa Tullis