

Institutional Review Board Minutes
24 September 2018

Participants: Alexa Tullis (Co-chair), Ann Wilson (Co-Chair), Derek Buescher, Lisa Ferrari, Hajung Lee, Wendell Nakamura, Mike Pohl, Mark Reinitz, Andreas Udbye

Not in Attendance: Brad Reich, Jane Sweeney (community liaison),

Call to Order: The meeting was held in Wyatt Hall, Rm. 226. Tullis called the meeting to order at 4:02pm.

Approval of Minutes: Approval of September 6, 2018 minutes postponed until Sept 26, 2018.

Agenda:

Topic: Jane Sweeney joins the IRB as the community liaison

Discussion and Decision: Sweeney absent from meeting

Action Steps and Follow-up: none at this time

Topic: Welcome to new IRB members

Discussion and Decision: Discussed requirements for specific modules in CITI training for IRB members. IRB members whose certifications about to expire may use refresher course offered by CITI.

Action Steps and Follow-up: All IRB members should email certificates of completion to Jimmy McMichael (irb@pugetsound.edu) or upload directly to share drive. CVs should be updated from last year.

Topic: Questions regarding protocol review

Discussion and Decision: For benefit of new members, the board discussed procedures for reviewing protocols (full review vs. expedited review, use of protocol template and checklist, risk assessment, coercion, deception, human subject protections, recruitment methods, consent forms, inclusion/exclusion criteria), use of standardized email responses. All communications regarding student and faculty protocols should be cc'ed to irb@pugetsound.edu.

Action Steps and Follow-up: New members who have questions about procedures should consult with their mentors, Tullis, or Wilson.

Topic: Full Board Review of Protocol 1819-001-Allen

Discussion and Decision: Full board discussed concerns for proposal.

Action Steps and Follow-up: Protocol approved with minor changes.

Topic: Question about the IRB's role in evaluating or reviewing University club-based activities

Discussion and Decision: The club will not be undertaking research, so its activity is outside the IRB's purview.

Action Steps and Follow-up: Tullis will refer the club to John Hickey

The meeting was adjourned at 5:01pm.

The next meeting will be October 22, 2018, 4:00pm-5:00pm, 226 Wyatt Hall.

Respectfully submitted,
Wendell Nakamura