

IRB Minutes for Monday 9/16/19
Howarth 005 8-8:50am

The meeting was called to order a bit after 8am

Attending: Andrew Gardner, Renee Houston (ex officio), Hajung Lee, Sarah Moore (Senate Liaison), Wendell Nakamura, Mark Reinitz, Alexa Tullis, Ann Wilson

Missing: Brad Richards, Jane Sweeney (Community member), Andreas Udbye

Election of new co-chairs

Nakamura was elected co-chair for the entire year

Reinitz was elected as co-chair for the Fall semester (on sabbatical in the spring)

Pohl (on sabbatical in the fall) was nominated as co-chair for the Spring semester. Nakamura will confirm his interest.

Identify this year's charges

Senate Liaison, Moore, passed out a summary list of the standing charges of the IRB plus the Senate charges identified in previous years.

In addition to the standing charges and general charges, the following charge-related items were discussed:

- Ann, along with Julie Christophe, Lisa Ferrari, and Renee Houston, began the process of securing a **Federal-wide Assurance** for the IRB, something that is necessary for researchers conducting human research at Puget Sound to receive federal funding. The federal agency that grants the Assurance is the Office of Human Research Protection Standards. The IRB needs to complete this process by January. The IRB discussed how not all research with human subjects needs to meet federal standards (for example, some ethnographic research).
- It was agreed that the **updates to the consent form** should be less “boilerplate” and more focused on identification of the required elements.
- It was stressed that **on-line resources** need to be updated to match updates to the IRB handbook and policies.

CITI training for faculty researchers

It was noted that last year, the IRB finalized requiring CITI training for faculty doing research with humans (as is currently required of students). Although the departments that submit the most IRB protocols were informed individually, other departments were not. Moreover, the current IRB web page does not indicate that CITI training for faculty is required.

The IRB needs to make a campus-wide announcement. It was decided that the faculty training would be required starting January 1st, 2020 and highly recommended before then.

MOUs

The MOUs for the Departments of Sociology and Anthropology and of Psychology need to be reviewed and this should be one of the first items of business at the next meeting.

Book suggestion

Gardner recommended a book called *Ethical Imperialism*, if one wants to get a good idea of a Social Scientist's perspective on the IRB.

New member training

Tullis sent Gardner and Houston the IRB Training instructions via email. Nakamura to request Share Drive access on behalf of Gardner and Houston.

Online submissions

All agreed to transition to an online format for submitting proposals.

Meeting times

3pm on Friday will be the standard meeting time on the following dates:

- Sept 27th
- Oct 11th
- Nov 15th
- Dec 6th

Nakamura to notify Jimmy McMichael of Fall semester's meeting dates. McMichael to update IRB website.

Meeting adjourned around 8:50am

Respectfully submitted,
Alexa Tullis