

**Institutional Review Board  
September 11, 2008**

Present: Roger Allen, Lisa Ferrari, Marsha Gallacher, Tatiana Kaminsky, David Lupher, Garrett Milam, Ann Wilson  
Visitor: Richard Anderson-Connolly

The meeting was called to order at 10:00 a.m. by Richard Anderson-Connolly on behalf of the Faculty Senate. He distributed a list of two charges from the Senate and indicated that these were in addition to the self-charges that the IRB identified in its final report last spring.

The first order of business was to elect a chair. Garrett Milam was elected as chair and Ann Wilson agreed to serve as secretary for AY 2008-2009.

Lisa Ferrari reported that she had received a request from Carolyn Weisz in Psychology regarding her need to have a new protocol reviewed prior to the next regularly scheduled meeting. The board agreed to meet on October 2<sup>nd</sup> to review and act on this protocol. Given the timeline, the board will also meet on the regularly scheduled day (October 16<sup>th</sup>) if there are protocols to be reviewed.

**Meeting Schedule for Fall Semester**

September 11

October 2

October 16

November 13

December 11

Meetings take place from 10:00 am – 11:00 am in Wyatt 326.

**PROTOCOL REVIEW**

#0708-018      The board reviewed the revisions to this protocol which was originally reviewed and discussed on 8-22-08. There are several typographical errors that need to be corrected as well as a couple of minor points on the consent form that need to be clarified. The researcher also needs to provide a written agreement from the second facility where he plans to distribute recruitment flyers.  
**ACTION:** Approved (7-0) to approve the protocol with modifications. Milam will provide the researcher with detailed information and will review the revised protocol to ensure that all of the concerns above have been addressed.

**Department Designates:** Tatiana Kaminsky reported that she has agreed to serve as the OT Department Designate to the IRB. She had several questions regarding the specific role of the Department Designate and how to access information pertaining to that role. The idea of having a training session for Department Designates was discussed and will be finalized at a subsequent meeting. The idea of offering two different training sessions, one for departments that regularly submit protocols to the full board and are likely to generate protocols that can be reviewed by a designate such as PT, OT, Exercise Science and Psychology, followed by a second training session designed for designates in departments that use the IRB less frequently.

Lisa Ferrari suggested that we identify a person who could serve as a Designate to the IRB to handle protocols from non-teaching departments in the academic division of the university or departments in any other division of the university such as Student Affairs, Office of Admission,

Institutional Research and the library. Lisa and Roger Allen will be meeting with the Department of Student Affairs on 9-25-08 to provide them with information about the role and function of the IRB and the issue of identifying a person to serve as a designate for non-teaching departments in the academic division or other divisions of the university will be revisited and resolved at the next meeting.

Ann Wilson asked if the revisions that were made to the IRB Guidelines Document last year could be made and added to the web page. Lisa Ferrari indicated that she would see that the revisions were made and Roger Allen agreed to send her the revised document.

The meeting was adjourned at 11:00 am.

Respectfully submitted,

Ann Wilson