

Minutes: 3/28/2014

Meeting convened at 9:05am

- Beyer, Tim (co-chair)
- Breitenbach, William
- Gurel Atay, Eda
- Houston, Renee (co-chair)
- Kim, Jung
- Milam, Garrett (S)
- Peine, Emelie
- Ramakrishnan, Siddharth
- Wilbur, Kirsten
- Ferrari, Lisa
- Thristensen, Troy Community member

#### Actions on Protocols for March

1314-062	Approved
1314-070	Approved
1314-051	Approved after revisions
1314-060	Approved after revisions
1314-073	Approved after revisions
1314-047	Modifications requested
1213-011.2	Modification/Renewal approved
1314-071	Revisions requested
1314-077	Approved
1314-067	Full board consultation
1314-058	Fully approved, signature required from advisor
1314-053	Approved with minor modifications
1314-061	Approved
1314-069	Approved
1314-057	Revisions requested
1314-049.1	Modifications requested
1314-056	Approved
1314-075	Approved
1314-059	Approved
1314-074	Approved

Introducing the community member representative. Music Performance/ Counseling /Clinical director/Pierce County/Chief of Strategy

- Modifications to protocols should be sent to Jimmy and he will assign a new number. When we approve of a modification, Jimmy has to be cc'ed that protocols were approved,
- We are responsible for uploading the email correspondences to the shared folders.
  - Perhaps this may be easier for members to upload as a whole at the end of the semester.

- Can we make an IRB email-account, that way the records are maintained throughout?
  - Things dumped into that account will have to be there protocol by protocol?
  - If emails have protocol number in subject line then they can be easily uploaded.
  - Currently emails have to be with the protocol decision document uploaded on the server
  - We will coordinate with Jimmy to create an email account and direct all the correspondence to that account.
  - Purpose of having email? If there is a problem, then we have records of what we asked for, what we looked into, due diligence?
  - What about other correspondence? If you correspond with the Advisor. the chair, etc. All correspondences should be on record. Record should have all accounts on what we knew.
  - When we take report to faculty senate, it will be good if we have a record of all the emails.
  - Lisa: This needs to happen right away and not at the end of the semester - in case things go wrong
  - If everything lived in a folder - then will there be a problem?
  - Chair will get back to us on how we will go forward
- Modified: Approved protocols that need to be go through Jimmy if they need modifications. This is not about revisions
  - Approved with MOU from OIR with 3 year sunset clause
  - Approved minutes from Feb 28th - looks good
  - Talked about the "Protocol 067" to judge if the protocol is for full board review. Quorum is needed. We discussed the fact that the topic is sensitive enough that it warrants a full board review.
    - Considering that the student submitted the protocol for expedited review – but if it warrants a full board, should that be taken up at the next full board meeting?
    - While the protocol is innocuous, if the screening process is problematic, then it brings up a problem
    - Do the questions themselves bring things up regarding suicide?
    - Exclusion from the study - how is that dealt with with regards to inclusion/exclusion from participating in the study?
    - Decided that this protocol will be a full board review unless there are significant modifications to the protocol.

**Full Board review - 1314-072:**

- Why was it a full board : Mood induction/ Food intake/ Deception
  - can we use deception? And chair answered yes, it is common practice.

- Exclusion criteria? Can we give them snacks that they could be sugary or allergic? 18 and older, they can choose?
- Consent form and subject recruitment need to be consistent with each other
- Consent form needs to be on one page or there need to be initials.
- Approved with the changes above

### **Full board review 065.1**

- Was submitted for expedited review, brought to full board
  - There was no informed consent, But it deals with children
  - risks related to documentation
  - "psychical health - not a part of a vulnerable group?"
  - problems with confidentiality of data protection between parents and the minor
  - contradicts the confidentiality
  - The advisor is not supporting the protocol
  - Should we address broad issues and not waste time on nitpicking the protocol
  - Reconsideration after major issues are addressed.
  - No Justification of using minors
  - Doing ethnographies and interviews and no questions
  - No consent form for focus groups or interviewees
  - Using people with english as second language
  - Not clear how she will recruit people
  - Chair will email the investigator with needed alterations
- Can we have open meetings where students and advisors come and avoid these problems in the future?
  - Coordinating these events become problematic - especially if the protocols are last minute ones
  - Wednesday at 4 gatherings - with the IRB but attendance was very poor - so is it a good use of our time?
- Documents and changes: Cover sheet
  - Can it be modified to a 1 page cover sheet
  - Regarding "student research"? can we just modify it to "for research"
  - Take the line out of the sheet? "The following questions are expected to be answered for student research:"
  - Modify level of risk to the new parameters
  - Change "subjects" to "participants" (as in Psych subjects refers usually to

animals)

- When Faculty members submit where would they indicate if the protocol is for expedited/full board review?