

INSTITUTIONAL REVIEW BOARD MINUTES

November 21, 2013

I. Call to Order:

A. Meeting was called to order at 9:03 am.

Members Present:

Total 12

Voting Members 11

Non-scientists 2

B. Members Absent 3

Quorum was met, Attendance was as follows:

Members	In Person	Via Phone	Via Vtel	Absent	Absent with notice	Voting Member
Karen Ross (Chair)(NS)	X					YES
Xiaoli Su (Chair Elect)	X					YES
William Foxx			X			YES
Gina Mariano	X					YES
Joel Campbell		X				YES
Cozetta Shannon			X			YES
JeeHae (Helen) Lee			X			YES
William Heisler		X				YES
Christopher Pritchett					X	YES
Susan Sarapin					X	YES
Michael Green	X					YES
Dionne Rosser-Mims	X					YES
Chase Taylor (NI)(NS)				X		YES
Kathleen Sauer (NI)(NS)	X					YES
Dianne Barron (ExOfficio)(HPA)	X					NO
NS: Non-scientist member / NI: Non-institutional member						
Guest : Dr. Mary Ann Templeton, Associate Dean/Graduate School						
Skype connection with Dr. Campbell loss at 9 :06, Dr. Campbell joined the meeting by phone at 9 :12.						

II. Approval of IRB Minutes

Approval of IRB Minutes from the October 17, 2013 meeting:

Motion to approve all minutes as written: Dr. Rosser Mims; Second: Dr. Green.

The Motion passes unanimously at 9:05.

III. Current proposals for full review:

A. 201310010-Forte: The Effects of Strategic Teaching. Student/Dothan.

1. Full review of protocol begins at 9:07. Dr. Conner, advisor enters the IRB meeting by Vtel at the Dothan campus at 9:08. Ms. Forte enters the meeting at 9:10 by phone.
 - a. Ms. Forte provides an overview of the proposed study.
2. The phone conference ends with Ms. Forte at 9:23.
3. Discussion of Ms. Forte's protocol is resumed from 10:17 to 10:37.
4. Summary of Recommended Revisions
 - a. To Application:
 1. Change start date.
 2. Clarify funding of project.
 3. PI will randomly select students from pool of 10th graders who proficiency and send home letter to parents. (No longer having the students attend a meeting.) Change application to reflect this and explain how the data will be collected, confidentiality maintained, etc.
 4. Please include the letter to the parents in application.
 - b. Methodology:
 1. The PI needs to provide details of what instructional strategies teachers are using. Will all 10th grade students scoring below proficiency receive the same instruction?
 2. Clarify interview process. Where will the interviews take place? Who will be present?
 3. If using audio recording, need to say so on application (methods section) and informed consent documents.
 4. Delete "African American" at bottom of page 1. Students of other races may be randomly selected.
 5. Please indicate which course under Anticipated Findings section.
 - c. Risks:
 1. Indicate potential for coercion and what is being done to minimize the risks.
 - d. Informed Consent:
 1. State you are a 9th grade teacher at the school.
 2. Delete "I am required" and "to show success" in first paragraph. Clarify what you mean by planned instruction. Aren't all lessons planned?
 3. Paragraph 2, change "changes" to "affects"
 4. Paragraph 5 – Delete "Your child's grades will not be changed by joining this project."
 5. Fix the many typos.
 6. Signature line should read parent or guardian
 - e. Student Assent Script:
 1. Delete "Your parent says it is okay for you to be in my project."
 2. Indicate length of interview: 10 minutes or 5-7 minutes. Please use consistent estimates.
5. Vote: Motion to not accept proposal: Dr. Rosser-Mims, Second; Dr. Heisler.

Motion passes unanimously at 10:38.

6. Dr. Conner enters meeting by Vtel at the Dothan campus at 10:52. Discussion of IRB decision and recommendations continues to 11:10. Dr. Conner leaves the meeting at 11:11.

B. 201310004-McVey: Using Technology to Reduce Behavior Issues in the Classroom. Student/Dothan.

1. Full review of protocol begins at 9:24. Ms. McVey and Dr. Conner, advisor enter the meeting by Vtel at the Dothan campus at 9:25.
 - a. Ms. McVey provides an overview of the proposed study.
2. Ms. McVey and Dr. Conner leave the meeting at 9:39.
3. Discussion continues from 9:40 to 10:12.
4. Summary of Requirements and Revisions
 - a. To Application:
 1. Please clarify that the PI teaches all of the students.
 2. Please add the school as a source of funding for the snack slips.
 3. Change beginning date of proposed research.
 4. Delete Anticipated Findings Section.
 - b. Methodology:
 1. Is PI willing to eliminate point 3 (will office referral decline)? If so, the study is about the perceptions of the teachers, parents, and students using the software. If so – then eliminate collection of office referrals data. If not, then include more detail about how this data will be collected and confidentiality protected.
 2. Add a brief description of the software and its use.
 3. Place upper limit on number of participants.
 4. Eliminate bonus points.
 - c. Risks:
 1. Clarify who will have access to the data – PI and faculty advisor.
 2. Should note the potential for coercion (the PI is one of the students’ teachers and they may feel obligated to participate – or the parents might) and how the PI will reduce this potential.
 - d. Informed Consent:
 1. Suggestion of board – send parents a cover letter clearly explaining the project and the purpose of the two forms they are being asked to sign.
 2. Adult consent (A): State PI’s name and affiliation with Troy University. Specify value of snack slip. Change form to check yes or no for participation in order to allow kids to get snack slip even if the parent does not want to participate.
 3. Parental consent (B): Provide details of how data is protected/stored/who has access. At end, delete language “and agree to allow my child to participate in this study.” Signature – parent or guardian.
 4. Student assent (C): eliminate jargon (action research).
 5. Change ‘Assent’ to ‘Consent’ in Section X. Informed Consent process except for Student Assent Document.
5. Vote: Motion not accept proposal as written: Dr. Campbell, Second; Dr. Rosser-Mims.

- Motion passes unanimously at 10:13.
6. Vote: Motion to have IRB Chair review revised protocol: Dr. Mariano, Second; Dr. Shannon.
- Motion passes unanimously at 10:15.

IV. IRB Productivity: Chair Comments and IRB Discussion

A. Exempt Applications: 8

B. Expedited Approvals

1. 201309007-Vanderbleek & Pollock: Understanding Nontraditional and Minority Students: Research Implications for Creating New Traditions in the Classroom. Faculty/Global. Dr. Ross & Dr. Mariano.
2. 201307009-Estes: Predictive measures of Reading Fluency. Student/Dothan. Dr. Mariano & Dr. Lee.
3. 201310003-Cook: Parental Involvement. Student/Dothan. Dr. Pritchett & Dr. Ross.

C. Continued Review Approvals: 1

D. Pending Expedited Review:

201311001-Johnson: Improving Problem Solving: Talk Moves. Student/Dothan.

E. Pending Full Review:

1. 201310004-McVey: Using Technology to Reduce Behavior Issues in the Classroom. Student/Dothan.
2. 201310010-Forte: The Effects of strategic Teaching. Student/Dothan.

F. Needs Revisions or Information:

1. 201301009-Johnson: Future Trends: Arts and Design Management Within Cultural and Creative Industries. Faculty/Troy. Expedited Review: Dr. Mariano & Dr. Foxx.
2. 201303008-Minnick & Warren: College of Education Exit Survey. Faculty/Troy. Full Review.
3. 201306002-Davis & Creamer: The Transition point Active Advising Project. Faculty/Troy. Dr. Ross & Dr. Pritchett.
4. 201307004-Kouassi & Hamby: Are sunk costs used in decision making? Collaborative/Montgomery. Dr. Mariano & Dr. Lee.
5. 301307005-Bixler & Hamby: Ethical Attitudes of Students During a Recession. Collaboration/Montgomery. Dr. Mariano & Dr. Lee.
6. 201306010-Fretwell, Lewis & Crane: Linking Social Influence and Knowledge Management Systems Usage in Hospital Setting(s). Collaborative/Phenix City. Dr. Mariano & Dr. Rosser-Mims.
7. 201308001-Russell: Role Models & "Read Alouds". Faculty/ Phenix City. Incomplete/New Application.
8. 201307010-Spurlock & Colaco: Survey of Television Newsroom Assignment Editors in India. Faculty/Troy. Dr. Mariano & Dr. Pritchett.
9. 201307008-Fitch & Marshall: Troy University Panama City Elevate Project. Faculty/Global. Full Review.
10. 201309002-Wright: Hofstede's Work Values: Is There Convergence? Faculty/Troy. Dr. Ross & Dr. Foxx.
11. 201310002-Brandin: The Effects of Direct and Explicit Intervention on Struggling Readers. Student/Dothan. Dr. Rosser-Mims & Dr. Ross.

12. 201310005-Randolph: What Are the Effects of Teaching Strategies in the RTI Classroom? Student/Dothan. Dr. Pritchett & Dr. Ross.
13. 201310012-Owens: Vertical Alignment of Curriculum using the Common Core Standards. Student/Dothan. Dr. Su & Dr. Ross.
14. 201310013-Fuller: College Selection Factors for Student-Athletes at a Division I-A University. Student/Troy

V. Discussion of Corrections and Updates to Research Proposals under Full Review:
201308002-Marshall, Fitch & Folsom: Group Treatment Methods for Veterans and Active Military. Collaborative/Global. Approved.

VI. Report from Annual Policy Review Sub-Committee:
Tabled due to insufficient time remaining.

VII. New Business
Next IRB meeting will be on January 23, 2014.

VIII. Adjourn
Motion to Adjourn: Dr. Green, Second: Dr. Mariano.
Motion passed unanimously.
Meeting adjourned 11:14 am.