

Institutional Review Board Minutes

September 17th 2009

I. Call to Order:

Meeting was called to order at 9:02 am.

Members present: (Scientific/Non-scientific)

In Person: Dr. Eddie Clark, Dr. Shari Hoppin and Dr. Brad Willis and Dr. Carol Moore.

Via V-Tel: Dr. Glenda Avery, Dr. Terry Anderson, Dr. Richard Cardarola, and Dr. Dennis Self and Ms. Sheila Bennett

Via Phone: Dr. Tim Buckner

Absent with notice: Dr. Dianne Barron and Dr. Robert Abbey

Absent without notice: Dr. Isabelle Warren and Mr. Chase Taylor (Non-Scientist),

II. Approval of Minutes

Dr. Willis made the motion to approve the minutes with the recommended changes and Dr. Anderson seconded. The motion carried with unanimous approval.

III Chair Comments on IRB Productivity (Since July 16th)

Since July 16th, the IRB received a total of 11 proposals: five proposals were Exempted, one was Full Board Review, two continuations, and four are pending. Three applications were submitted by students and eight by faculty.

IV Review of Research Proposal:

A) Student A

Upon hearing the proposal's overview and discussing potential risks, the board members decided not to approve the study as is and made the following recommendations:

- Revise consent document to reflect that a parent's consent is required for participants under the age of 19.

- Include a statement that the survey will be returned to the investigator.

Ms. Bennett made a motion to table the study until the recommended changes are made and Dr. Avery seconded. The motion carried with unanimous approval. The revised application will be reviewed by the Full Board.

B) Student B

After a thorough review of the proposal and a significant discussion of the potential risks, the board unanimously agreed not to approve the study. The following recommendations were made:

- State “none” if there is no compensation being offered.
- Inform parents of any new procedures (phone calls, letters, etc.) including the data collection might be published.
- Follow standard school policy with the control group.

Dr. Anderson made a motion not to approve the study without the recommended changes and Dr. Avery seconded. The motion carried with unanimous approval. Dr. Clark will review the changes.

V Miscellaneous

Board members discussed developing a subcommittee review/revise the IRB website looking specifically at an “Informed Consent” document guideline and other ways to make the website more user friendly.

Board members also discussed in detail the importance of the “Research Chairs” and faculty advisors’ roles in helping students navigate their thesis/research projects through the IRB. During the discussion, special emphasis was placed on the need for training faculty and students on proposal preparation, methodology, and design.

The next meeting will continue to focus on adding a sample document of the informed consent to help PIs when conducting their research.

VI Adjourn:

Meeting adjourned at 10:39 am