

# ***Institutional Review Board***

## ***September 25th, 2008 Minutes***

I. Meeting was called to order at 9:00 am

II. **Members present:**

**In Person:** Dr. Terry Anderson, Dr. Dianne Barron, Dr. Shari Hoppin, Dr. Stephen Landers, Dr. Isabelle Warren, Dr. Carol Moore, and Dr. Bradley Willis.

**Via V-Tel:** Dr. Richard Caldarola and Ms. Sheila Bennett.

**Absent with notice:** Dr. Glenda Avery, Dr. Dennis Self, and Dr. Robert Abbey

**Absent with no notice:** Dr. Eddie Clark and Mr. Chase Taylor.

II. **Approval of Minutes**

Dr. Terry Anderson called for votes on the previous meeting's minutes. After requesting minor corrections, IRB board members motioned unanimously with approval.

III **Reports of Proposals Received (Since August 21<sup>st</sup>)**

Dr. Anderson reported on the number of applications received since August 21<sup>st</sup>: Total of 8 applicants, 4 of which are students and 4 are faculty.

V. **Policies and Procedures**

Upon reviewing the revised draft of the IRB policies and procedures, IRB members requested the following changes and made the following recommendations:

- a) Section 1.1: The definition of Human Subjects should be reviewed
- b) Section 1.2: This section has to be reviewed in collaboration with the CHHS.
- c) A list of possible Professional Community Representatives should be created.
- d) IRB federal guidelines need to be reviewed to determine the length of records 'retention.
- e) In an effort to reinforce IRB policies among adjunct faculty, site directors should inform their adjunct faculty about the IRB policies and possibly include IRB information in the syllabus instructions.

IRB members agreed to resume the review of the remaining sections of the policies and procedures in the upcoming meeting and to follow up on the suggested changes and recommendations.

## **VI. Training Needs – Representatives Report**

Board members discussed the possibility of introducing the Train the Trainer program and/or posting the training in the IRB website, which could be useful for adjunct faculty and students by using WIMBA.

- A. Troy Campus: Looking into schedules to arrange IRB training workshop
- B. Montgomery Campus: Looking into schedules to arrange IRB training workshop
- C. Dothan Campus: Possibility of arranging IRB training in November
- D. Phenix City Campus: Stayce Manning Smith will be coordinating an IRB training workshop
- E. University College: Looking into schedules to arrange IRB training workshop

## **VII. Other Business**

Dr. Dianne Barron raised the issue of chair elect and the chair's serving period and suggested that the Chair Elect should serve at least one year while the Chair should serve two years.

## **IX. Adjourn**

Meeting was adjourned at 10:15 am.