INSTITUTIONAL REVIEW BOARD MINUTES
June 27, 2013

I. Call to Order:

A. Meeting was called to order at 9:01 am.

Members Present:

Total	11
Voting Members	10
Non-scientists	2

Quorum was met, Attendance was as follows:

Members	In Person	Via Phone	Via Vtel	Absent	Absent with notice	Voting Member
Gina Mariano (chair)	X					YES
William Foxx			X			YES
Shari Hoppin (NS)	X					YES
Karen Ross (NS)	X					YES
Cozetta Shannon		X				YES
JeeHae Lee			X			YES
William Heisler		X				YES
Christopher Pritchett			X			YES
Frank Hammonds	X					YES
Michael Green					X	YES
Dionne Rosser-Mims			X			YES
Robert Abbey					X	YES
Susan R. DuBose (NI)				X		YES
Chase Taylor (NS)(NI)				X		YES
Janet McNellis (HPA)	X					NO

NS: Non-scientist member / NI: Non-institutional member

II. Approval of IRB Minutes

Approval of IRB Minutes from the May 17, 2013 meeting:
Motion to approve all minutes with revision: Dr. Ross; Second: Dr.Rosser-Mims
The Motion passed unanimously.

III. Current proposals for full review:

A. 201306001-Shaffer: <u>An Examination of Diversity at Three Southeastern Academic Libraries.</u>

1. Full review of protocol begins at 9:03. Chris Shaffer is contacted and participates in review process via conference call at 9:15.

a. Mr. Shaffer provided an overview of his proposed research.
b. Has the collection of data begun? Yes, a pilot study was conducted on the Dothan campus. This study was conducted prior to my know ledge of needing IRB approval.
c. What has been done with the data collected from the research previously collected? The demographic data has been scrubbed. The survey questions and data have been removed.
d. What additional steps have you taken to protect participants from potential harm? The option to track IP addresses with Survey Monkey has been turned off.
e. Why is survey being sent by the Deans as rather than you? It seemed to be more acceptable.

2. Mr. Shaffer's phone conference ends at 9:25.
3. Discussion continues from 9:25 to 9:55.
4. Dr. Pritchett enters meeting at 9:28.
5. Summary of Requirements/Revisions:
   a. To Application:
      1. In your application state whether the data from Troy Campus will be used in the study or disregarded.
      2. Please indicate the number of participants being recruited or that have been recruited from Troy University. Of these participants or potential participants, please specify the number from each campus in which recruitment was conducted.
      3. Distribution of the study should come from you, not the respective Deans. A letter from the Dean's endorsing and/or ensuring no consequences for participation or non-participation could be attached. If you choose to attach a letter from the Deans, the language needs to be more positive. (For example, rather than 'there will be no retaliation', you could say,' the information will not be shared with the Dean'.
      4. Submit approval from the Alabama A&M University IRB or appropriate library administrator prior to conducting research.
   b. To Informed Consent:
      1. Please indicate how long the data will be kept, how it will be stored and who will have access.
      2. Please indicate if any IP addresses are being collected or stored.
      3. Please remove the space for name on the interview form and use a code instead.
      4. Please revise the language in Informed Consent (Appendix G) from, 'I Will Be' to reflect requesting permission. ('With your permission, I will be recording, etc.')
      5. The Informed Consents need to be submitted as Word documents so the readability level can be determined via Flesch-Kincaid.
      6. Please revise the language regarding potential risks from 'there are not a lot of' to 'risk to your reputation and/ or employability if your identity is connected to your responses. To minimize this, I will or have…'
      7. Please provide a clear explanation of the steps that are being or have been taken to protect participants from potential harm or associated risks. It is suggested

a letter entailing these measures be sent to the Troy and Dothan Campus participants.

8. State in Informed Consent who the results will be shared with.

7. Vote: Motion to reject proposal as written: Dr. Heisler; Second, Dr. Lee. Motion passes at 9:27 unanimously.
8. Vote: Motion to allow IRB Chair to review changes to protocol and approve: Dr. Heisler; Second, Dr. Ross. Motion passes at 9:50 unanimously.

B. 201306011-Printup: Effectiveness of a Pain Management Guideline on Prescribing Practices of Nurse Practitioners. Student/Troy. Full Review.

1. Full review of protocol begins at 9:52. Dr. Patsy Riley enters IRB meeting at 9:53 and Ms. Elizabeth Printup participates in meeting by conference call at 9:54.
2. Dr. Riley provides a revised copy of Ms. Printup's application.
3. Dr. Rosser-Mims exits meeting at 9:55.
   a. Ms.Printup gives an overview of the proposed research.
   b. What is the hypothesis of this study? To evaluate prescribing practices by using guidelines.
   c. What are you expecting to find? This study isn't looking at patient just nurse practitioner.
   d. Does the guidelines require additional information or instruction? No, the instructions are step by step.
   e. What method of analysis are you using? Descriptive analysis, T tests.
   f. Has this been pilot studied? Yes, at in 2006 a study involving 240 physicians was conducted at Northwestern by Fleming. Ms. Printup has researched the study but wasn't involved.
   g. How will the gift cards be distributed? Survey Monkey will give an option to provide information so gift card can be sent.
   h. Are the questions within practice or do they refer to potential illegal activity? No, they are within a practice area of content.
4. Ms. Printup's phone conference ends and Dr. Riley exits meeting 10:23.
5. Vote: Motion to table discussion and vote until the full board has the opportunity to review the revised application submitted at the meeting: Dr. Ross, Second; Dr. Hammonds. Motion passes unanimously at 10:25.

C. 201305007- Lindsay & Arrington: Troy University Forensic Summer Program: Does Hands on Training Really Work?

1. Full Review begins at 10:26. Dr. Lindsay enters meeting at 10:27.
   a. Dr. Lindsay provides an overview of her research proposal.
   b. When does the camp begin? July 8th thru 12th.
   c. What are the reading levels for pre and post tests? For participants, 6th grade and for parents 8th grade.
   d. How long does it take to complete the tests? 15 minutes pretest and 10 minutes post test.
   e. Who will have access to the data? The data will be entered into the computer by a student and each name will be given a number to protect confidentiality.
2. Dr. Rosser Mims returns to meeting at 10:36.

3. Dr. Lindsay exits meeting at 10:38.
4. Discussion continues from 10:38 to 10:51.
5. Summary of Requirements/Revisions
   a. To Application:
      1. Please revise the projected begin date of the study. (Research should not begin prior to IRB approval)
   b. To Informed Consent/Child Attestment:
      1. Please clarify the benefits of the study. The benefits should reflect the benefits of the study not the benefits of the program.
      2. Please clarify potential risks such as confidentiality or embarrassment to the participants. Revise the statement, 'there are no risks' to 'risk of embarrassment if results became known to others'.
      3. Please clarify how risks will be minimized and include: how the data will be coded, by whom, where and how the data will be stored and for how long. (In a locked filing cabinet for three years, etc.)
      4. Please revise the language in the Child Attestment to "I Will Allow" as opposed to "I Will Not'.
      5. Indicate in the Informed Consent and Child Attestment, the approximate amount of time the test will take to complete.
6. Vote: Motion to reject proposal as written: Dr. Foxx; Second, Dr. Pritchett. Motion passes at 10:52 unanimously.
7. Vote: Motion to allow IRB Chair to review changes to protocol and approve: Dr. Heisler; Second, Dr. Ross. Motion passes at 10:53 unanimously.

IV. IRB Productivity: Chair Comments and IRB Discussion:

A. Exempt Applications: 2

B. Expedited Approvals

1. 201304012-Davis: Improving the Nursing Program Accreditation Process. Student/Troy. Dr. Mariano & Dr. Heisler.
2. 201305001-Van Doorn: Leadership and Relationships with Values, Emotional Intelligence, Work Ethic and Well Being. Faculty/Phenix City. Dr. Mariano & Dr. Abbey.
3. 201305006-Short: Sun Safety Education and Prevention Program in an Elementary School. Student/Troy. Dr. Mariano & Dr. Hammonds
4. 201305003-Davis: Filipino School Administrator's Perceptions of their Role as Chief Education Officer. Are They Leaders or Managers? Faculty/Dothan. Dr. Mariano & Dr. Foxx
5. 201304010-Harris: The Implementation of an Exercise Prescription Program in Middle-Aged African American Women. Student/Troy. Dr. Mariano & Dr. Hammonds.
6. 201305005-Hilburn-Mills: Community Needs Assessment for Sexually Transmitted Illness Screening. Student/Troy. Dr. Mariano & Dr. Hoppin.
7. 201305004-Adams: Implementation of a Walk Program: Promoting Physical Activity among African American Women. Student/Troy. Dr. Mariano & Dr. Lee.

8. 201304011-Jackson: The Effectiveness of Virtual Simulation as a Teaching Strategy for Skills Preparation. Student/Troy. Dr. Mariano & Dr. Shannon.
9. 201304007-Reynolds: Mesagogy Validation Study. Faculty/Montgomery. Dr. Mariano & Dr. Lee.
10. 20130304004-Harkabus & Weaver: Public Response to Severe Weather Warnings. Faculty/Global. Dr. Ross & Dr. Mariano

C. Continued Review Approvals: 0

D. Pending Review:

1. 201306004-Trawick: Does Parental Involvement Affect Student Achievement? Student/Dothan. Dr. Mariano & Dr. Shannon.
2. 201306006-Kelly: MD Assist Paperwork Assistant Tool: An Opportunity for Improved Health Literacy and Patient-Provider Communication. Student/Troy. Dr. Mariano & Dr. Foxx.
3. 201306007-Washington: Implementing an Online Intervention to Increase Physical Activity. Student/Troy. Dr. Mariano & Dr. Hoppin.
4. 201306008-Haas: Implementing a Clinical Pathway to Decrease Length of Hospital Stay for Renal Transplant Recipients. Student/Troy. Dr. Mariano & Dr. Heisler.
5. 201306009-Chaumba: Experiences of College Student Family Caregivers: An Explanatory Mixed Methods Study. Faculty/Phenix City. Dr. Mariano & Dr. Hammonds.
6. 201306012-Johnson: Effects of a Diabetic Focused Discharge on the Incidence of Mediastinitis after Coronary Artery Bypass Graft Surgery. Student/Troy. Dr. Mariano & Dr. Green.
7. 201306010-Fretwell, Lewis & Crane: Linking Social Influence and Knowledge Management Systems Usage in Hospital Setting(s). Collaborative/Phenix City. Dr. Mariano & Dr. Rosser-Mims.

E. Needs Revisions or Information:

1. 201208004-Colaco: Mapping Indian Journalists Within Comparative Frameworks: Implications for Theory, Practice and Education. Faculty/ Troy. Full Review
2. 201210008-Howard-Shaughnessy: Longitudinal Study of Children's Motor Skills and Perceived Competence. Faculty/Troy. Full Review.
3. 201301009-Johnson: Future Trends: Arts and Design Management Within Cultural and Creative Industries. Faculty/Troy. Expedited Review: Dr. Mariano & Dr. Foxx.
4. 201303008-Minnick & Warren: College of Education Exit Survey. Faculty/Troy. Full Review.
5. 201304005-Chitoh: Improving Diabetes Outcomes Utilizing an Interactive Diabetes Education Program. Student/Troy. Dr. Ross & Dr. Green.
6. 201305002-Mason: Self -Monitoring, the Big Five, and Subjective Well- Being. Faculty/Montgomery. Dr. Mariano & Dr. Lee.
7. 291306003-Austin: The Effects and Results of Small Classes on Student Achievement. Student/Dothan.
8. 201306005-Gordon: Standards Based Instruction: Traditional versus Project-Based

Learning. Student/Dothan.

9. 201306002-Davis & Creamer: The Transition point Active Advising Project. Faculty/Troy. Dr. Ross & Dr. Pritchett.

VI. Report from Human Protections Administrator

A. The Revised Application is available on the IRB website. Please email suggestions for improvement to the application and/or website.

1. Dr. Hoppin reported positive feedback from Troy faculty regarding the Revised Application.

B. The IRB Training Workshop will be updated in July.

VII. Training

Training was postponed due to insufficient time.

VIII. New Business

The next IRB meeting will be scheduled for July 18, 2013 at 9:00 am.

IX. Adjourn

Motion to Adjourn: Dr. Heisler, Second: Dr. Ross

Motion passed unanimously.

Meeting adjourned 10:59 am.