INSTITUTIONAL REVIEW BOARD MINUTES
FEBRUARY 16, 2012

I. Call to Order:
Meeting was called to order at 9:06 A.M.
Members Present:

<table>
<thead>
<tr>
<th>Total</th>
<th>12</th>
</tr>
</thead>
<tbody>
<tr>
<td>Voting Members</td>
<td>11</td>
</tr>
<tr>
<td>Non-scientists</td>
<td>3</td>
</tr>
</tbody>
</table>

Quorum was met, Attendance was as follows:

<table>
<thead>
<tr>
<th>Members</th>
<th>In Person</th>
<th>Via Vtel</th>
<th>Via Phone</th>
<th>Absent with notice</th>
<th>Voting Member</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tim Buckner (chair)(NS)</td>
<td>x</td>
<td></td>
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<tr>
<td>William Foxx</td>
<td></td>
<td>x</td>
<td></td>
<td></td>
<td>YES</td>
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<tr>
<td>Shari Hoppin (NS)</td>
<td>x</td>
<td></td>
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<td></td>
<td>YES</td>
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<tr>
<td>Glenda Avery</td>
<td></td>
<td>x</td>
<td></td>
<td></td>
<td>YES</td>
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<tr>
<td>Gina Mariano</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td>YES</td>
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<tr>
<td>Emma Peden</td>
<td></td>
<td></td>
<td>x</td>
<td></td>
<td>YES</td>
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<tr>
<td>Eddie Clark</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>YES</td>
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<tr>
<td>Isabelle Warren</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td>YES</td>
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<tr>
<td>Frank Hammonds</td>
<td>x</td>
<td></td>
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<td></td>
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<tr>
<td>Richard Caldarola</td>
<td></td>
<td></td>
<td>x</td>
<td></td>
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<tr>
<td>Dionne Rosser-Mims</td>
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<td></td>
<td>x</td>
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<td>YES</td>
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<tr>
<td>Robert Abbey</td>
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<td>YES</td>
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<tr>
<td>Susan R. DuBose (NI)</td>
<td>x</td>
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<td></td>
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<tr>
<td>Chase Taylor (NS)(NI)</td>
<td>x</td>
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<td>YES</td>
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<tr>
<td>Janet McNellis (HPA)</td>
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<td>No</td>
</tr>
</tbody>
</table>

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

II. Approval of Minutes of Last Meeting (November 17, 2011)
Motion to Approve: Dr. Timothy Buckner
Second: Dr. Shari Hoppin
Motion passed unanimously

III. Discuss Changing March Meeting from March 15th to March 8th
Motion to Move Meeting from March 15th to March 8th: Dr. Shari Hoppin
Second: Mr. Chase Taylor
Motion passed unanimously

IV. Chair Comments on IRB Productivity
a. Introduction of New Graduate Assistant: Balea Perrigin
b. Report on Applications:

<table>
<thead>
<tr>
<th>Category</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total</td>
<td>29</td>
</tr>
<tr>
<td>Expedited</td>
<td>19</td>
</tr>
<tr>
<td>Exempt</td>
<td>2</td>
</tr>
<tr>
<td>Full Review</td>
<td>2</td>
</tr>
<tr>
<td>Pending</td>
<td>1</td>
</tr>
<tr>
<td>Awaiting Information</td>
<td>5</td>
</tr>
<tr>
<td>Student</td>
<td>6</td>
</tr>
<tr>
<td>Faculty</td>
<td>11</td>
</tr>
<tr>
<td>Student/Faculty</td>
<td>12</td>
</tr>
</tbody>
</table>

There were no adverse events, unanticipated problems, or protocol violations/deviations that arose over the period.

V. Report on Expedited Applications

19 application since the last IRB meeting have received expedited approval
Summary Sheet was distributed to all Board Members

VI. Discussion of Prior Meetings Research Proposals Discussed Under Full Review (update) and Discussion of Corrections Made
Dr. Cathy Maxwell and Elaine Mallory
Feasibility of Admission Screenings for Hospitalized Injured Older Adults
Changes were made per the Board’s recommendations at the November 17, 2011 meeting
The application was approved on 12-Jan-2012 after approval of the IRB Chair

VII. Review of Research Proposals
a. Dr. Vicki Lindsay-Present
Alabama Law Enforcement Officer’s Alcohol Consumption Study
Review began at 9:18 A.M.

Discussion 9:18 A.M.
-Demographics: Concern about anonymity
-Method of data collected
-Informed consent wording concern: “no known risk” when there might be, “no possible way to identify the respondent”
-Description of study needs to be clarified
-Specify who will the data be available to
-Take out faculty sponsor wording/information, Dr. Lindsay is no longer a student
-Add that the participants can skip certain questions in addition to they can refuse to participate
-Edit last sentence
-Run through grade level indicator to ensure at participant level reading (8th grade level)
-Concern about what will happen if high risk persons are identified
Enter Dr. Lindsay 9:24 A.M.
- Explanation of Project
- Addresses questions and concerns from Board
- Additional questions that arise
  - Percentage of high risk from last study
  - Percentage response rate
  - Explain how application was delivered: personally or other
  - How many officers, administrators participated in last study
  - Need to alter informed consent to Troy’s standards
  - Address hold over wording from dissertation
  - Add to Method section how data will be reported

Exit Dr. Lindsay, Discussion 9:46 A.M.
- Whether postmark can be traced on mailed in replies
- Her belief that there is no risk, needs to explain minimization of risk
- Needs to clarify districts/divisions/groups
- Consider emotional/psychological risks
- Provide alcohol counseling contact information on survey
- Consider providing hotline number on survey
- Consider online survey format
- Disclose that audit scoring comes from worldhealth.org and the score guide is public
- Consider providing a link where participants can test on their own and obtain free results
- Change wording to make clear they cannot be identified
- Consider the reportability based on the volume of participants
- Think about how many surveys were discarded by participants choosing not to participate
- Group administrators into one category
- Concern about demographic information collection
- Address how does natural disaster relate to study, timing
- Whether she will be able to tell where responses are coming from for natural disaster purposes and keep anonymity
- Description of study needs to be clarified: alcohol and policeman/disaster and alcohol/environmental stress and alcohol
- Concerns about coding of questionnaire
- Script needs to be revised

Motion to deny and bring back to full review 10:13 A.M.
  Motion: Dr. Gina Mariano
  Second: Dr. Isabelle Warren
  Motion passes unanimously

Dr. Lindsay enters and receives feedback 10:15 A.M.
Dr. Lindsay exits 10:27 A.M.
b. Ms. Rachel Jones-Not Present

Effects of Caffeine Consumption on Strength Gain in the Lower Body

Review began at 10:27 A.M.

Discussion 10:27 A.M.
- Doctor’s letter is not on letterhead
- Level of caffeine questionable and doctor’s letter does not cover the specifics
- Period of time caffeine would be consumed
- Need copy of health screening form
- Determine whether it make a difference if the person is use to caffeine
- Consider what people can lift: appropriate weight concern
- Specify free weights or machines
- How to calculate new weight
- Specify people present during research: consider having a medical person

Motion to table until more information is available 10:37 A.M.
Motion: Dr. Isabelle Warren
Second: Dr. Shari Hoppin

VIII. Revised IRB Continuation Form
Revisions
- Add researcher name
- Add project title
- Add IRB email
- Change to approximate date
- Change infant, children and adolescent to “children 19& under”
Motion to approve: Dr. Shari Hoppin
Second: Dr. Eddie Clark

IX. Spring Training Schedule
Since January the HPA has conducted:
- One training workshop for students in class
- Two for faculty/staff at Troy with Vtel to Montgomery and Atlanta
Scheduled to conduct:
- Two more for faculty/staff at Troy with Vtel next Wednesday
- One for faculty/staff at Montgomery on February 28
Dothan has inquired about availability, but has not given date

X. Comments from HPA
Changes in federal guidelines regulating Human Subjects’ Protection has not yet been finalized
Development of ACCESS database and Word form application is in progress
Way of assigning protocol numbers has changed
X. Other Business
   There will be a new representative from Phenix City

XII. Adjourn
   Motion to Adjourn: Dr. Isabel Warren
   Second: Mr. Chase Taylor
   Meeting ends at 10:54 A.M.