

# INSTITUTIONAL REVIEW BOARD MINUTES

## FEBRUARY 16, 2012

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I. Call to Order:

Meeting was called to order at 9:06 A.M.

Members Present:

Total	12
Voting Members	11
Non-scientists	3

Quorum was met, Attendance was as follows:

Members	In Person	Via Vtel	Via Phone	Absent with notice	Voting Member
Tim Buckner (chair)(NS)	x				
William Foxx				x	YES
Shari Hoppin (NS)	x				YES
Glenda Avery		x			YES
Gina Mariano	x				YES
Emma Peden				x	YES
Eddie Clark		x			YES
Isabelle Warren	x				YES
Frank Hammonds	x				YES
Richard Caldarola		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 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 15<sup>th</sup> to March 8<sup>th</sup>

Motion to Move Meeting from March 15<sup>th</sup> to March 8<sup>th</sup> : 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:

Total	<u>29</u>
Expedited	19
Exempt	2
Full Review	2
Pending	1
Awaiting Information	5
Student	6
Faculty	11
Student/Faculty	12

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 anonymousness

-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 (8<sup>th</sup> 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 anonymousness
- 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.