

# Institutional Review Board Minutes

## February 17, 2011

### I. Call to Order:

Meeting was called to order at 9:08 A.M.

### Members present: (Scientific/ Non-scientific)

Name	Present	Absent	Name	Present	Absent
Dr. Timothy Buckner, Chair	X		Dr. Glenda Avery (vtel)	X	
Chase Taylor	X		Dr. Isabelle Warren		X
Dr. Dennis Self (vtel)	X		Dr. Janet McNellis, ex officio	X	
Dr. Dianne Barron, ex officio	X		Dr. Frank Hammonds	X	
Dr. Dionne Rosser-Mims (vtel)	X		Dr. Richard Cardarola (vtel)	X	
Dr. Eddie Clark (vtel)	X		Dr. Robert Abbey (phone)	X	
Dr. Emma Paden (vtel)	X		Dr. Shari Hoppin	X	

X\*- absent with notice

**In Person:** Dr. Frank Hammonds, Dr. Tim Buckner, Dr. Dianne Barron, Dr. Shari Hoppin, Mr. Chase Taylor, Dr. Janet McNellis

**Via V-Tel:** Dr. Glenda Avery, Dr. Emma Paden, Dr. Richard Caldarella, and Dr. Dennis Self, Dr. Eddie Clark, Dr. Dionne Rosser-Mims

**Via Phone:** Dr. Robert Abbey

**Absent with Notice:** Dr. Isabelle Warren

**Absent without notice:** N/A

### II. Approval of the minutes

Dr. Hoppin made a motion to approve the minutes.

Dr. Hammonds seconded the motion and the motion was passed with unanimous approval.

### III. Chair Comments on IRB Productivity

Since January 20<sup>th</sup>, the IRB received a total of 30 applications for review. Three were submitted by faculty, ten were submitted by students, and seventeen were cooperation between a student and a faculty. Two of the applications were exempt, twenty-one were

expedited, one was a continuation, two were pending information from the researcher, and four required a full review.

#### **IV. Review of IRB Policies and Procedures**

The IRB members discussed some of the issues and recommended changes to the IRB Policies and Procedures. Dr. Avery gave a motion to approve amendments, and Dr. Cardarola seconded the motion. It was passed with unanimous approval.

#### **VI. Review of Research Proposals**

##### *A. First study (researcher 1)*

The IRB members discussed the issue of researcher 1 providing a similar writing or literature as provided in over the counter medicine of the signs and symptoms of pills. He was informed to include it in the consent form in order to get the participants signature advising that they have received the information.

Once these are made, the application will be approved pending the IRB chair's approval.

##### *B. Second study (researcher 2)*

The IRB members discussed the following issues:

- 1) Explanation of where the data will be kept and for how long
- 2) Explanation that researcher 2, and advisor, will be the only ones with access to this information.
- 3) Are questions number 31 and 32 relevant?

Dr. Hammonds left the room for further discussion at 10:00

- Application denied for now, and will consider approval with changes
- Modification of purpose, title, and informed consent
- Protection of students anonymity

Dr. Hammonds entered the room at 10:14

Approval will be pending the IRB chair's review.

##### *C. Third study (researcher 3)*

The IRB members discussed the following issues:

- 1) Achieving a certificate of confidentiality
- 2) Achieving a greater protection of anonymity
- 3) Identifying the benefits of the study

Application was denied and advised to resubmit with changes; approval pending the IRB chair's review.

*D. Fourth study (researcher 4)*

The IRB members discussed the following issues:

- 1) Indicate it should be reporting in the aggregate
- 2) Achieve confidentiality
- 3) Remove the zip code from the research
- 4) Explain the IP address: when, where, and how
- 5) Explain where and how long information will be kept
- 6) Add the risks to the informed consent

Application was denied and approval will be considered pending the changes being made and pending the review of the IRB chair.

**VII. Adjourn**

The meeting was adjourned at 11:19 A.M.