

INSTITUTIONAL REVIEW BOARD MINUTES  
September 19, 2013

I. Call to Order:

A. Meeting was called to order at 9:03 am.

Members Present:

Total 12

Voting Members 11

Non-scientists 2

B. Members Absent 3

Quorum was met, Attendance was as follows:

Members	In Person	Via Phone	Via Vtel	Absent	Absent with notice	Voting Member
Karen Ross (Chair)(NS)	X					YES
Xiaoli Su (Chair Elect)	X					YES
William Foxx					X	YES
Gina Mariano	X					YES
Joel Campbell		X				YES
Cozetta Shannon			X			YES
JeeHae (Helen) Lee			X			YES
William Heisler					X	YES
Christopher Pritchett			X			YES
Susan Sarapin	X					YES
Michael Green	X					YES
Dionne Rosser-Mims			X			YES
Chase Taylor (NI)(NS)				X		YES
Kathleen Sauer (NI)(NS)	X					YES
Dianne Barron (Ex Officio)(HPA)	X					NO
NS: Non-scientist member / NI: Non-institutional member						

II. Approval of IRB Minutes

Approval of IRB Minutes from the August 15, 2013 meeting:

Motion to approve all minutes as written: Dr. Campbell; Second:

Dr. Rosser-Mims.

The Motion passed unanimously.

III. Current proposals for full review:

A. 201308004-Krach: Can a Software Program teach Social Skills?

1. Full review of protocol begins at 9:07. Dr. Krach enters the IRB meeting via phone conference at 9:10 am.

a. Dr. Krach provides an overview of the proposed study.

2. The phone conference ends with the Dr. Krach at 9:44.
3. Discussion continues from 9:44 to 10:04.
4. Summary of Requirements and Revisions
  - a. To Application:
    1. Section I: Please identify all Principal Investigators and provide IRB certifications for each.
    2. Section III: Please revise the proposed start date.
  - b. Methodology:
    1. Please reflect the methodology to reflect ‘all students will be using the software’.
    2. Please clarify the relationship between the researcher’s and the participants.
  - c. Risks:
    1. Please identify potential minimal risks associated with participation in the study to include breach of confidentiality and identify the precautionary measures taken to reduce potential risks.
  - d. Informed Consent:
    1. The potential risks identified in Section VIII also need to be addressed in Informed Consent.
    2. All changes/revisions to Methodology need to be consistently addressed in Consent documents.
    3. Typographical errors need to be corrected.
    4. Indicate the length of time collected data will be stored.
    5. The Informed Consent should inform parent’s about any reports being generated to the school district and if those reports will contain their child’s personally identifiable information.
    6. Please remove the physical injury contact information.
    7. Please add or Legal Guardian to signature request.
    8. Adjust the document to 2 pages. The signatures shouldn’t appear separated from the document.
5. Vote: Motion reject proposal as written: Dr. Sarapin, Second; Dr. Rosser-Mims. Motion passes unanimously at 10:05.
6. Vote: Motion to have IRB Chair review revised protocol: Dr. Mariano, Second; Dr. Green. Motion passes unanimously at 10:06.

B. 201308002-Marshall, Fitch & Folsom: Group Treatment Methods for Veterans and Active Military.

1. Full review of protocol begins at 10:25. Dr. Ross provides an overview of the proposed protocol.
2. Discussion continues from 10:29 to 10:47.
3. Summary of Requirements and Revisions
  - a. To Application:
    1. Please indicate source of funding for this study.
    2. Please clarify the purpose of the study.
  - b. To Flyer:
    1. The information in reference to compensation should not be in bold type.

2. The flyer should clarify participation in study to be voluntary.
- c. To Methodology:
  1. Please reflect the changes to the Informed Consent to Methods Section of application.
- d. To Informed Consent:
  1. The language should reflect the voluntary nature of the participation.
  2. Clarify compensation by number of hours of participation. No minimum hours of participation should be required for compensation.
  3. Identify who is conducting the interviews and collecting data, by name and relationship.
  4. Please indicate if participants will be audio or video taped during the course of the study.
  5. Please indicate if the participants will be offered counseling services from the Resiliency Unit should they experience emotional discomfort or an onset of symptoms.
  6. Please include a Troy University disclaimer to the Informed Consent.
5. Vote: Motion reject proposal as written: Dr. Pritchett, Second; Dr. Campbell. Motion passes unanimously at 10:48.
6. Vote: Motion to have IRB Chair review revised protocol: Dr. Green, Second; Dr. Campbell. Motion passes unanimously at 10:49.

VI. Discussion of Corrections and Updates to Research Proposals under Full Review:

A. 201307008-Fitch & Marshall: Troy University Panama City Elevate Project.

1. Full review of revised protocol begins at 10:07.
  - a. Dr. Ross provided an overview of the proposed study and submitted revisions.
2. Discussion continues from 10:10 to 10:22.
3. Summary of Requirements and Revisions
  - a. To Application:
    1. Please verify the proposed start date.
  - b. To Flyer:
    1. Clarify the information provided about the groups. Perhaps labeling them Group A and Group B would provide more clarity.
- c. To Parental Consent:
  1. Clarify the confusing language regarding Group A and B.
  2. The language should reflect the voluntary nature of the participation. ‘You will be asked’ should replace ‘you will’.
  3. Typographical error (page 3) should be corrected.
  4. Clarify compensation by number of hours of participation. No minimum hours of participation should be required for compensation.
  5. Identify who is conducting the interviews and collecting data, by name and relationship.
  6. Specify training and data collection dates, approximated length of time, etc.
4. Vote: Motion reject proposal as written: Dr. Rosser-Mims, Second; Dr. Pritchett. Motion passes unanimously at 10:23.

5. Vote: Motion to have IRB Chair review revised protocol: Ms. Sauer, Second; Dr. Mariano. Motion passes unanimously at 10:24.

V. IRB Productivity: Chair Comments and IRB Discussion:

A. Exempt Applications: 0

B. Expedited Approvals: 2

1. 201306013-Maddox: The effect of truancy on fifth grade achievement. Student/Dothan. Dr. Mariano & Dr. Lee.
2. 201307006-Wingate, Faircloth & Gossett: After School Success Program. Faculty/Troy. Dr. McNellis & Dr. Pritchett.

C. Continued Review Approvals: 0

D. Pending Expedited Review:

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. 201306002-Davis & Creamer: The Transition point Active Advising Project.
6. 201307004-Kouassi & Hamby: Are sunk costs used in decision making? Collaborative/Montgomery. Dr. Mariano & Dr. Lee.
7. 301307005-Bixler & Hamby: Ethical Attitudes of Students During a Recession. Collaboration/Montgomery. Dr. Mariano & Dr. Lee.
8. 201306010-Fretwell, Lewis & Crane: Linking Social Influence and Knowledge Management Systems Usage in Hospital Setting(s). Collaborative/Phenix City. Dr. Mariano & Dr. Rosser-Mims.
9. 201307009-Estes: Predictive Measures of Reading Fluency. Student/Dothan. Dr. Dr. Ross & Dr. Mariano
10. 201307010-Spurlock & Colaco: Survey of Television Newsroom Assignment Editors in India. Faculty/Troy. Dr. Mariano & Dr. Pritchett.
11. 201308001-Russell: Role Models & "Read Alouds". Faculty/ Phenix City. Incomplete/New Application.
12. 201309002-Wright: Hofstede's Work Values: Is There Convergence? Faculty/Troy. Dr. Ross & Dr. Foxx.
13. 201309001- McGhee, Lewis & Fretwell: Neural Advertising. Faculty/Phenix City. Incomplete/New Application.
14. 201309003-Catrett: Nonsense Word Fluency Compared to Oral Reading Fluency. Student/Phenix City. Incomplete/New application.

VI. Comments from the Human Protections Administrator

Dr. Barron advised all IRB members to submit recommendations for IRB website or policy revision to the appropriate sub-committees. The Annual IRB Policy Review and IRB Website Sub-committees will be reporting to the IRB at the next meeting.

VII. Training

Training was postponed due to insufficient time.

VIII. New Business

The next IRB meeting will be scheduled for October 17, 2013 at 9:00 am.

IX. Adjourn

Motion to Adjourn: Dr. Campbell, Second: Dr. Sarapin.

Motion passed unanimously.

Meeting adjourned 10:53 am.