

Institutional Review Board

November 20, 2008 Minutes

I. Meeting was called to order at 9:05 am

II. **Members present:**

In Person: Dr. Terry Anderson, Dr. Dianne Barron, Dr. Shari Hoppin, Dr. Isabelle Warren, Dr. Carol Moore, Dr. Eddie Clark

Via V-Tel: Dr. Glenda Avery and Dr. Dennis Self

Via Phone: Dr. Robert Abbey and Dr. Brad Willis

Absent with notice: Dr. Stephen Landers and Dr. Richard Cardarola

Absent with no notice: Ms. Sheila Bennett and Mr. Chase Taylor.

III. **Approval of Minutes**

As Dr. Terry Anderson called for votes on the previous meeting's minutes, all IRB board members motioned with approval.

IV **Review of Research Proposal:**

- Matthew Whatley

Upon conducting the second full review, IRB members approved the proposal with the following recommendations:

In the letter with the consent form, include the following:

- Let the participants know that you are completing this survey for your class at Troy University and that results will be distributed to school administrators with no identifying information.
- Explain who will have access to the data (either in the raw or in the aggregated form).
- Let the participants know approximately how long it will take them to complete the survey)

In the consent form itself, include the following:

- Insert the sentence "For information or questions about the rights of research participants, contact the Troy University Institutional Review Board at 334-8086264.
- Include the sentence "You should keep a copy of this form for your records.

In your proposal please include the following:

- How many participants you expect to have
 - Jimika Miller
- Upon reviewing and discussing the proposal, the IRB board members granted an approval and requested the following changes:

- The chair person should not be involved in the distribution of the survey
- The surveys should be in sealed envelopes and distributed by the researcher in each participants' mail box.
- The researcher and the IRB contact information should be included in the informed consent letter
- The 'Consent or not Consent' section should be eliminated from the consent form
- Convert the consent form to a letter
- Delete the phrase " before agreeing"
- Replace "there are no risks involved" by :” There are no known risks involved.
- Indicate in the letter: " You may choose to withdraw from the study at any time"
- Explain how the study results will be used.
- State: " By returning the survey, you agree to participate"
- State in the letter how long the survey takes to be completed.

V. Policies and Procedures

IRB members further discussed the policies and procedures and made additional changes. They subsequently approved the final draft of the IRB policies and procedures and agreed to submit it to the Academic Steering Committee for review.

VII. Other Business

.None

IX. Adjourn

Meeting was adjourned at 10:00 am.