

# *Institutional Review Board*

## *March 19th, 2009*

### **I. Call to Order:**

Meeting was called to order at 9:00 am

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

**In Person:** Dr. Janet McNellis, Dr. Dianne Barron, Dr. Shari Hoppin, Dr. Carol Moore, Dr. Eddie Clark, Dr. Stephen Landers and Dr. Brad Willis

**Via V-Tel:** Dr. Glenda Avery, Dr. Terry Anderson, Dr. Richard Caldarola and Dr. Dennis Self

**Via Phone:** Dr. Robert Abbey

**Absent with notice:** Dr. Isabelle Warren, Mr. Chase Taylor

**Absent with no notice:** Ms. Sheila Bennet.

### **II. Approval of Minutes:**

Dr. Carol Moore made a motion to approve the minutes with the recommended changes. Dr. Terry Anderson seconded. The motion carried with all approved.

### **III Chair Comments on IRB Productivity:**

Since February 19<sup>th</sup>, the IRB received the total of 30 proposals. 8 proposals are pending, 19 are Exempt and 3 require Full Review. 15 applications are collaboration between students and faculty, 7 are submitted by students and 4 are submitted by faculty.

### **IV Review of Research Proposal:**

#### **A) Anthony Coppage & Dr. Hammonds**

Upon hearing the proposal's overview and discussing the potential risks, the board members decided not to approve the study as is and made the following recommendations.

- Provide the students' participants with envelopes to turn in the surveys.
- Indicate in the consent form that the participants should be 19 or over.
- Provide a copy of the demographic questions limited to Gender, Age and Religion.
- State in the consent form, how the results will be used, where and how long they will be stored.
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Dr. Terry Anderson made a motion for Dr. McNellis to review the changes, and not to approve the proposal as is. Dr. Shari Hoppin seconded.

**B) Blake parker and Dr. Hammonds:**

Once Mr. Blake Parker gave clarifications about the study and answered some questions, the board members discussed the overall proposal and decided not to approve the research as is. The members made the following recommendations:

- State in the consent form, how the results will be used, where and how long they will be stored.
- Specify how the data will be administer and collected.

Dr. Eddie Clark motioned not to approve the study until the recommended changes are made. Dr. Cardarola seconded. Dr. McNellis will review the changes.

**C) Jeana Smith**

Upon discussing some elements of the proposal with the investigator and reviewing her overall study, the IRB board members decided not to approve the study as is.

They made the following recommendations:

- Investigate the relationship between faith and stress in the informed consent.
- Increase the diversity of the sample to keep with the purpose of the study or limit it to just ‘people with faith’.
- Make corrections to the survey: question 21 and 22 are the same.
- Use an SSL inscription in the selected web survey.
- Add an option for those who do not have a religious faith in the survey.

Dr. Cardarola motioned not to approve the study until the recommended changes are made. Dr. Anderson seconded. Dr. McNellis will review the changes.

**V Nomination and Election of Chair:**

As Dr. Dianne Barron opened the floor for the IRB chair nomination, Dr. Eddie Clark nominated himself and received a unanimous approval.

**VI Miscellaneous:**

**Policies and Procedures:**

- Dr. Dianne Barron announced that the IRB policies and procedures were approved by the Academic Steering Committee and they are ready to be posted to the IRB website.
- Dr. Barron recommended that the IRB board performs annual updates of the policies and procedures

**Survey Monkey Report:**

- Dr. Brad Willis stated that the protection of online participants' confidentiality requires the use of an SSL inscription.
- Dr. Willis mentioned that IP address collection will not be a problem if the website offers an SSL inscription.
- He informed the board that Survey Monkey servers dispose of data by deleting it 7 days after completion of the survey.
- Board members suggested the creation of survey use checklist to be posted on the IRB website along with the requirements.

**Training Updates:**

- Dr. Janet McNellis announced that the online workshop, the training and the quiz are all complete and ready to be posted online.
- Dr. McNellis declared that the training link could be ready to use early next week.
- Upon discussion, the board agreed to limit the pass requirement for the IRB test to 80%.

**VII Adjourn:**

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Meeting adjourned at 10:40am.