

Institutional Review Board- March 20, 2008 Minutes

Institutional Review Board Meeting March 20, 2008

Minutes

I- Meeting was called to order at 8:30 am

II-Members Present:

- **In Person:** Dr. Janet McNellis, Dr. Iris Salitel, Dr. Stephen Landers, Dr. Carol Moore, Dr. Terry Anderson, Dr. Shari Hoppin, Dr. Dianne Barron and Dr. Eddie Clark.
- **Via Vtel:** Dr. Glenda Avery and Dr. Richard Caldarola.
- **Via Phone:** Dr. Dennis Self, Dr. Robert Abbey
- **Absent without notice:** Ms.. Shelia Bennett

III-Approval of Minutes:

Dr. Janet McNellis called for the vote on the February IRB meeting's minutes. A few changes were mentioned. The board members approved the minutes with the proposed changes.

IV- Subcommittee Reports:

A- Self-Study:

- ❖ **Suggestions were reviewed by the board members**
- ❖ **Based on Dr. Barron's answers, a memo will be drafted discussing the self study changes.**

B- Policies and Procedures:

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- ❖ Draft Troy IRB policies and procedures by first documenting the already existing policies.
- ❖ Review some university's IRB policies: Louisiana State University and MSE University.(Use as a template)
- ❖ Emphasize confidentiality agreement in the Consent forms.
- ❖ Minimize the demographic information.
- ❖ Ensure that proposals are drafted in a protected word document
- ❖ Issue a standard guideline to follow for research classes.
- ❖ Include guidelines for ethical conduct regarding faculty involved in research with students.
- ❖ The IRB board designated 4 committees to draft IRB policies and procedures:
 1. Template for Consent Form Committee: **Dr. Terry Anderson**
 2. Frequently asked questions committee: **Dr. Iris Saltiel, Dr. Glenda Avery & Dr. Carol Moore.**
 3. Procedures for research classes committee: **Dr. Richard Caldarola, Dr. Iris Saltiel and Dr. Terry Anderson.**
 4. Decision chart committee: **Dr. Eddy Clark**

C- Website and Application Forms:

After reviewing the IRB website and comparing it to other universities', the IRB Board has made the following suggestions:

- ❖ Simplify and clarify the language
- ❖ FAQ should be included in the IRB website.
- ❖ Expand Troy IRB form and make it simpler: Forms & Templates.

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- ❖ Include an IRB quick link in the Troy website.
- ❖ Suggest that each college would have an IRB quick link.
- ❖ Include a detailed outline about procedures: Step by step about what to do in the research.

V- Training Needs-Representatives Report:

A- Troy Campus: Dr. McNellis has scheduled a training workshop on Thursday 27th at the Troy campus.

B- Montgomery Campus: In progress. The training might take place some time in the summer.

C-Dothan Campus: Training will take place during the April E-campus colloquium.

D-Phenix City Campus: In progress

E-University College: It will take place at the April colloquium

E-Campus: It will take place at the April colloquium

VI. Other Business:

- ❖ The IRB Board suggested the need to send a regular memo to faculty researchers regarding the IRB training.
- ❖ Possibility of including the training material in the faculty handbook.
- ❖ Introducing the IRB training during the faculty orientation.
- ❖ Dr. Diane Barron suggested the creation of a discussion group among faculty teaching research courses to discuss the best practices.

VIII- Adjourn

The meeting was adjourned at 9:45 am