

# **Institutional Review Board Meeting**

## **July 8th, 2008**

I- Meeting was called to order at 2:06 pm

### **II- Members present**

- **In Person:** Dr. Janet McNellis, Dr. Terry Anderson, Dr. Shari Hoppin, and Dr. Eddie Clark.
- **Via Vtel:** Dr. Richard Caldarola, Dr. Iris Saltiel and Dr. Carol Moore
- **Via Phone:** Dr. Robert Abbey and Dr. Dennis Self
- **Absent:** Dr. Glenda Avery , Ms. Sheila Bennett and Dr. Stephen Landers

### **III- Approval of Minutes:**

Dr. Janet McNellis called for approval of the previous IRB meeting' minutes and all present IRB members motioned with approval.

### **IV-Report of Proposals Received:**

Dr. McNellis reported that since April 24<sup>th</sup> IRB meeting, IRB received a total of 16 applications, 10 of which were Exempt, 3 Expedited and three Full Review. Eight of these research applications were investigated by students and the other eight by faculty.

### **V-Application Protocol Review:**

A. Drs. Krishnamoorthy Anand & Shetterly David

IRB members addressed questions to Dr Krishnamoorthy regarding the survey instruments used in the study, the consent form and the benefits of the study. Upon careful review of Dr Krishnamoorthy's answers and the overall application, the IRB

board members concluded that this proposal cannot be approved as is and it needs to be revised. The following changes were requested:

- Need to submit a copy of the informed consent document (information page) that the participants will read before the study will be conducted
  - In the informed consent document, they need to clearly specify the following:
    - where the raw data will be housed (the IRB strongly recommends that they use a survey software system that houses the raw data outside Troy University's system), and who has access to this data; and
    - whether the survey software will collect the IP address of the computers completing the survey and, if so, whether these addresses will be linked to the individual responses
    - Need to clarify in the application what e-campus' role is in the project. Include any written statements that e-campus will send students to "encourage" students to participate.
  - In the application they need to expand on their discussion of the benefits of the research.
  - Include in the application a brief description of the study that is being replicated.
- In addition the Board recommended that on the survey instruments they
- correct the typos discussed by phone with Dr. Krishnamoorthy during the meeting; and
  - modify their measurement scales to clarify what you mean by each term.

Once the recommended changes are made, the IRB board will re-review the proposal during the upcoming IRB meeting.

B. Dr. Mary Anne Templeton and Dr. Brad Willis gave an overview of their proposal and answered some of the IRB members' questions in regards to the methodology, the consent form and some of the demographic questions. Upon reviewing the PI's comments and the application, the IRB Board members motioned unanimously that the proposal could be approved if the following changes are made. These changes are as follow:

- Need to include IRB chair contact information in the consent form.
- Question 3 in the demographics must be changed to "With what type of agency are you currently employed?" and a statement added stressing that participants should not state the name of the agency.

Dr. McNellis will review these changes and issue an approval.

C. Dr. Harris and Dr. Jacobson gave an overview of their proposal and answered some questions regarding the information letter and the benefits. Upon reviewing the PI's comments and their application, the IRB Board members motioned unanimously that the proposal could be approved if the following changes are made.

- Change the administration of the surveys so that the instructors are not present while students are filling out the surveys. They will provide envelopes to each participant in which they can place their completed surveys, and instruct the students to drop off the envelopes in a place in the department office.
- In the application they need to expand on their discussion of the benefits of the research.
- In the application, they need to reword the benefits statement to read "Students may receive extra credit from their instructors." Also, they need to include a brief explanation of the benefits of this research to society (or the knowledge base).
- Include information on the information letter that lets participants know what they can do to view the results of the aggregated data.
- Include both PI's names in the information letter.
- In the information letter, change the sentence, "No risk of being identified are inherent in the study as all surveys will be anonymous" to "The surveys are anonymous, but there is a slight chance that you might be recognized by the researchers based upon the demographic information you provide." However, the researchers are the only individuals who will have access to the raw data, which will be kept [insert information on where the data will be kept –preferably in a locked location]."

Once these changes are made, Dr. McNellis will review the proposal and issue an approval.

## **VI-Subcommittee Reports:**

### **A. Policies & Procedures:**

The first draft of the policies and procedures is ready and it will be e-mailed to IRB board members for review. IRB board will discuss and vote on the policies in the upcoming meeting.

### **B. Template for Consent Form: Available**

### **C. Frequently asked questions: In progress**

### **D. Procedures for research classes committee: In progress**

### **E. Decision chart committee: The existing chart will be reworded.**

## **VII. Training Needs- Representatives Report**

**A. Troy Campus:** Upcoming training is in the Fall.

**B. Montgomery Campus:**

**C. Dothan Campus:**

**D. Phenix City Campus:** Will be invited to attend Columbus training workshop

**E. University College:** Training workshop will be given during July Colloquium in the South East region; Columbus.

## **VIII. Other Business**

**The upcoming meeting is expected to be in the third week of August.**

## **IX. Adjourn**

The meeting was adjourned at 3:28pm