

Institutional Review Board Minutes

July 16th 2009

I. Call to Order:

Meeting was called to order at 9:02 am.

Members present: (Scientific/Non-scientific)

In Person: Dr. Eddie Clark, Dr. Dianne Barron, Dr. Janet McNellis, Mr. Chase Taylor (Non-Scientist), Dr. Shari Hoppin and Dr. Brad Willis and Dr. Carol Moore.

Via V-Tel: Dr. Glenda Avery, Dr. Terry Anderson, Dr. Richard Cardarola, Dr. Isabelle Warren, and Dr. Dennis Self.

Via Phone: Dr. Robert Abbey

Absent with notice: Dr. Stephen Landers Ms. Sheila Bennet.

II. Approval of Minutes

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

III Chair Comments on IRB Productivity (Since April 16th)

Since June 18th, the IRB received the total of 4 proposals. All proposals were Exempt. The four applications were submitted by students.

IV Review of Research Proposal:

A) Student A (Ann Shakespeare)

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

Proposal:

- The methodology and objectives for this study need clarification.
- This study needs to clarify how the participants will be selected.
- Explain how the data will be analyzed and protected.

- Explain how long the data will be kept and who will have access to the data.
- Clarify why forms are to be returned to the teachers and not the investigators.
- Provide permission from author(s) to use this survey.
- The survey for this study can not be altered.
- Schools name should not be cited to protect the confidentiality of the participants.

Consent form:

- a) The Consent Form needs to have the IRB contact information.
- b) Lower the reading level in the consent form to the 3rd or 4th grade.
- c) Indicate in the consent form the approximate time required to complete the survey.

In addition to the above-mentioned recommendations, an assigned IRB member will further discuss the overall research study with Dr. Davis (Principal investigator's advisor).

Dr. Moore made a motion to table the study until the recommended changes are made. Dr. Anderson seconded. IRB members unanimously agreed that the revised application should be reviewed by the Full Board.

V IRB training

IRB board members agreed that trainings will be held in two locations: Dothan campus and Troy campus.

According to Federal laws, all research involving human subjects have to be submitted to the IRB for review and approval. Failure to comply with this law can result in loss of Federal grants and suspension of the all research for Troy University.

Faculty members as role model for their students, faculty members should comply with these federal laws and be aware of the consequences resulting from a non submission of the IRB application.

To increase the level of awareness among faculty members, IRB board members will convene this fall and place on the agenda ways to better address IRB regulations, sanctions, and liabilities to be included in the faculty handbook and future contract.

VI Adjourn:

Meeting adjourned at 10:00am