

# INSTITUTIONAL REVIEW BOARD MINUTES

## September 20, 2012

I. Call to Order:

A. Meeting was called to order at 9:00am

Members Present:

|                |    |
|----------------|----|
| Total          | 11 |
| Voting Members | 10 |
| Non-scientists | 2  |

Quorum was met, Attendance was as follows:

| Members   | In Person | Via Phone | Via Vtel | Absent | Absent with notice | Voting Member |
|---|-----------|-----------|----------|--------|--------------------|---------------|
| Gina Mariano (chair)                                    | X         |           |          |        |                    | YES           |
| William Foxx  |           |           |          | X      |                    | YES           |
| Shari Hoppin (NS)                                       | X         |           |          |        |                    | YES           |
| Karen Ross (NS)   | X         |           |          |        |                    | YES           |
| Cozetta Shannon   |           |           | X        |        |                    | YES           |
| JeeHae Lee  |           |           | X        |        |                    | YES           |
| William Heisler   |           |           | X        |        |                    | YES           |
| Christopher Pritchett                                   |           |           | X        |        |                    | YES           |
| Frank Hammonds  | X         |           |          |        |                    | YES           |
| Michael Green   | X         |           |          |        |                    | YES           |
| Dionne Rosser-Mims                                      |           |           | X        |        |                    | YES           |
| Robert Abbey  |           |           |          |        | X                  | YES           |
| Susan R. DuBose (NI)                                    |           |           |          | X      |                    | YES           |
| Chase Taylor (NS)(NI)                                   |           |           |          | X      |                    | YES           |
| Janet McNellis (HPA)                                    | X         |           |          |        |                    | NO            |
| NS: Non-scientist member / NI: Non-institutional member |           |           |          |        |                    |               |

B. Welcome and introduction of new members

1. Dr. Mariano introduces and welcomes Dr. JaeHae Lee to the IRB.

II. Approval of IRB Minutes from the last meeting on August 16, 2012:

A. Corrections to minutes

1. Change Dothan to Phenix City in notes under section I

B. Motion to approve all minutes: Dr. Ross Second: Dr. Rosser-Mims  
The Motion passed unanimously.

III. Chair Comments on IRB Productivity:

Report on Applications:

Full Review Approvals: 1

201206001-Gillespie: Positive Reminiscence as an Evidence-based Intervention for Coping with Terminal Illness in Hospice Care

Exempt Applications 2

201208003-Minnick&Warren

201209001-Mathner&Dixon

Expedited Approvals: 0

Informational Applications: 2

201208001-Spurlock&Hayden

201208002-Spurlock, Forehand&Largess

Outstanding Applications: 7

|   |          |
|---|----------|
| <u>Total</u>                            | <u>7</u> |
| Full Review                             | 1        |
| Needs Information/Corrections           | 2        |
| Pending                                 | 4        |
| <u>Total Applications processed: 12</u> |          |

IV. Current proposals for full review:

A. Protocol# 201208004-Colaco: Mapping Indian Journalist Within Comparative Frameworks: Implications for Theory, Practice and Education

1. Full Review of protocol begins at 9:06 with introduction by Dr. Mariano
2. Discussion of protocol 9:07 to 9:22:
  - a. How will privacy be protected? Noting data must be stored for three years. Study could be anonymous and give participants a choice to use email address.
  - b. What is the procedure and instruction given to the department supervisors in disseminating the information and collecting data?
  - c. What is the recruitment process? How are the editors being identified?
  - d. How is the study being distributed?
  - e. Does the researcher have written permission from the World Journalism Survey to use the survey?
  - f. What are the risks of participation and what efforts is researcher making to minimize risks?
  - g. What scale was used to determine reading level?
3. Summary of Requirements:
  - a. Revisions to informed consent:
    1. Provide clarity in how privacy will be protected: Discuss specific measures you are taking to protect privacy. Keep in mind the consent form and raw data must be kept for three years. Can email addresses be on separate, non-identifying piece of paper should they choose that option?
    2. Clarify the risks associated with the research: You mentioned anonymity, instead address the risks and in turn discuss your efforts to minimize those risks.

3. The consent form say, “may withdraw from study”: how can the participant withdraw? Would the participant not press ‘submit’? Please clarify the particular withdraw procedure(s).
  4. Clarify approximately how long the survey will take to complete.
  5. Omit “you must” and use language such as “you will be asked”.
- b. Revisions to Methodology:
1. Clarify start date of proposed research.
  2. Clarify recruitment procedures: Discuss how you will be recruiting participants. How are you identifying the editors? Are you distributing the packets yourself or electronically such as with survey monkey?
  3. Clarify and discuss each step of the distribution of surveys and the instructions the editors will be given for dissemination to participants.
  4. Discuss the collection of information/surveys. Address who will be collecting the information and how.
  5. You need to submit written permission from the World Journalism Survey author to use the survey or parts of it in your research.
  6. Identify what scale was used to determine reading level.
- c. Revision to IRB Application Form
1. The IRB application should require the reading level in Section X. and the scale used to determine reading level.

Vote: Motion to reject proposal as written: Dr. Hammonds, Second: Dr. Ross. Passes unanimously 9:22

Vote: Motion to not approve as written and allow the IRB chair to review changes and approve: Dr. Heisler, Second: Dr. JeeHae Lee. Passes unanimously 9:25

#### V. Discussion of protocols approved under Expedited Review

#### VI. Report from Human Protections Administrator

- A. The IRB has received an application for research to be conducted in Saudi Arabia and Vietnam. Dr. McNellis is currently working with the International Activities Division of the Federal Office of Human Resource Protections to ensure the proposed research is reviewed and approved by the governments and institutions involved.
- B. Dr. McNellis reviewed the criteria for exempt, expedited and full reviews. She also clarified the expedited review procedure.
- C. Dr. McNellis reported no official, policy changes received in reference to the Human Protections Administration.

#### VII. Training Needs

- A. Dr. McNellis indicated she would conduct IRB training for faculty and students as needed. Dr. McNellis conducted an IRB training workshop earlier this week and is scheduled to conduct additional IRB training in October.
- B. Dr. McNellis discussed the required training modules for IRB members and reminded members to send copies of training certifications if they hadn’t already done so.

#### VIII. Discussion of Prior Meetings Full Review Research Proposal

Protocol# 201206001-Gillespie: Positive Reminiscence as an Evidence-based Intervention for Coping with Terminal Illness in Hospice Care

1. All revisions were completed as the board stipulated
2. Protocol received approval on September 6, 2012

IX. New Business

The next IRB meeting will be scheduled for October 18, 2012 at 9:00 am.

X. Adjourn

Motion to Adjourn: Dr. Hoppin, Second: Dr. Rosser Mims

Motion passed unanimously.

Meeting adjourned 9:44