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| **AGENDA & NOTES** | | |
| Name of Committee:Institutional Review Board  Members: Patricia Ayers, Matthew Fall, James Owens, Katrina Steinsultz, Matthew Van Cleave, Melinda Wilson, Kari Richards, Susan Jepsen  Alternates: Anna Mitterling  Community Member: Renee Brown | | |
| Committee Members Present: Patti Ayers, James Owens, Matthew Fall, Katrina Steinsultz, Matthew Van Cleave, Susan Jepsen (phone), Kari Richards (phone)  Committee Members Absent: Mindy Wilson, Renee Brown, Anna Mitterling | | |
| Date: June 21, 2018 | Time: 2pm – 3pm | Room: ADM 200 |

| **Agenda Item** | **Discussion** |
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| Approval of the May 3, 2018 minutes | All approved. |
| Proposal to Conduct HSR at LCC update | * Catalyzing Change: How User Experience Methods Can Map Journeys and Obstacles in Lansing, MI Homeless Communities (Erin Campbell)   + Data collection strategy – How are they going to collect the data? Who is going to identify and protect that data? There are also concerns about using data being collected from the FAFSA – this is highly restricted for research and generally only acceptable in the act of awarding aid so you may need to consider an alternative. One suggestion was that they add a kick-out question to the beginning of your survey instead of using a FAFSA question to screen candidates. You can collect the same information from a student that they provide on a FAFSA but the FAFSA can’t be the source.   + Informed consent – Expand on the “SURVEY PROTOCOL AND CONSENT” section in the Research Protocol V2 document. What is the goal or payoff? It was explained well in the proposal form.   + If they meet the conditions, the proposal would be exempt under category #2. We would provide an exemption letter and direct them to our Dean of Student Affairs for further approval.   + In addition, the committee wanted to suggest that they take care to not include track IP addresses as they could still be tracked.   + No vote at this time. |
| Other items/next meeting | * The Revised Common Rule course will be added to our CITI training soon. * Adjourn meeting at 2:42pm |