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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: Susan Jepsen, Matthew Van Cleave, James Owens, Patti Ayers, Renee Brown, Katrina Steinsultz, Anna Mitterling (phone), Kari Richards (phone)  Committee Members Absent: Matthew Fall, Mindy Wilson | | |
| Date: September 7, 2018 | Time: 11am – 12pm | Room: ADM 200 |

| **Agenda Item** | **Discussion** |
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| Approval of the June 21, 2018 minutes | Jim motioned to approve.  Susan seconded.  All approved. |
| Proposal to Conduct HSR at LCC update | Developmental math education at the community college: A review of adult learning theories through classroom instruction (Emily Gardner)   * Need informed consent. * Need interview questions. Consider exemption once we have interview questions. * Need definition of “record?” * How is she going to identify a math instructor? Has she identified someone already that she is going work with?   Approval will occur via email. |
| IRB Proposal Form | Update the IRB Proposal Form so we do not have to request additional information.  Form additions:   * Have the requestor write out an explanation for both yes and no answers. * Add an associated documents section. We can bundle this into another bullet.   Susan will send a clean version.  The researcher is responsible on getting approval from the department. We could create a department conditional approval plan or departmental letter of approval. |
| Federal Wide Assurance process | Please volunteer for a section to work on and have it completed before our next meeting on 10/5. The document is located on SharePoint in the Registration folder. Please reply to the whole group which section you would like. |
| Project close out process | It is the responsibility of the research to tell us their study is closed. We should send out a reminder that they are up for yearly review. |
| Other items/next meeting | Create an IRB training in the Talent Management System. Take the training PowerPoint and make it available to all faculty.  Put the IRB proposal checklist online so the researcher can track their process as well.  Meeting adjourn at 11:55pm. |