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| **MINUTES** |
| **Name of Committee:Human Subjects Institutional Review Board (HSIRB)****Members:** Patricia Ayers, Matthew Fall, Susan Jepsen, James Owens, Kari Richards, Katrina Steinsultz, Matthew Van Cleave, Melinda Wilson**Alternate:** Anna Mitterling**Community Member:** Renee Brown |
| **Committee Members Present:** Patti Ayers, Renee Brown (via phone), Matthew Fall, Susan Jepsen, James Owens, Katrina Steinsultz Matthew Van Cleave, and Melinda Wilson **Committee Members Absent:** Kari Richards**Guest:** Amy Stokes |
| Date: September 6, 2019 | Time: 11am – 12:20pm | Room: ADM 200 |

| **Agenda Item** | **Discussion** |
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| Approval of the May 3, 2019 minutes  | * The May 3, 2019 minutes were approved.
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| Discuss requested exemption amendments | * Two previously qualifying exemption category #1 research projects are going well and they would like to invite others to collaborate with them. This means the pool of subjects would increase, pulled from the newly incorporated organizations.
* Discussion:
	+ Do we need Primary Investigators to prove they have taken research training?
		- There is free training available online
			* Will get list from Susan Jepsen to post on HSIRB website
		- CITI offers training that we can make available to LCC researchers
		- Will continue this discussion in the next meeting
	+ If institutions being collaborated with have their own IRB boards they must be consulted before using their students as research subjects
* Amending the exemptions for both were approved with the following criteria:
	+ The Principal Investigator reminded they are responsible for protecting the rights and welfare of their research subjects and conducting their research as described in their protocol on all extended research sites
	+ It is this HSIRB’s understanding that this amendment is to add to the potential subject pool and not to add more principal researchers to this project.
	+ If the institutions that are collaborating with the research have their own IRBs, the researcher will have to follow their guidelines while using their students as research subjects.
* Exemption extended for amended proposal letters will be sent to researchers.
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| Discuss Cardio Exercise Before Exam project | * Previously requested criteria, required for provisional approval, has been received.
* Discussion:
	+ This is an approved but non-exempt project so need annual status reports
		- This project predates our HSIRB and has been grandfathered in
	+ Informed consent has edits requested
		- Recommend moving the voluntary participation statement towards the beginning of the document
		- Under the Risks section reword the phrase, “ Lansing Community College and anyone associated with it will not be responsible for any injury” to better define who “anyone associated with it” includes
		- Recommended review document for correction of general grammatical errors found throughout
	+ Survey edits requested
		- Recommended to add a beginning question allowing a student, who might need to fill out the survey for course credit, to opt out of the research study
			* This will require methodology to pull out those students who request this
			* If student opts out of survey then could put report logic in so that the requested grade information is not an option for them to fill in
		- Reword beginning of survey to match the informed consent form
			* Currently the survey says is it required for credit in the preface wording
		- Currently there are faculty that use this survey for their courses and require it being completed to show the student participated
			* Currently faculty are not given instructions on how to incorporate this in their courses
			* This ties into the possibility of adding an opt out question discussed above
		- Survey must be voluntary to be used for research purposes
		- If multiple methodologies are using this survey there needs to be multiple informed consent – a separate one for each group that is using its own methodology
* Amy Stokes will take this information back to the Primary Investigator, Marianne Croze and discuss.
	+ Participation must be voluntary for research purposes
	+ No points or compensation should be given for participation
		- If the survey is part of a course’s extra credit points the instructor needs to list other options available to students who do not want to participate so that they also can receive extra credit
	+ Will look at giving students a way to participate in the survey but opt out of participating in the research study
* Marianne Croze to contact Matt Fall and/or Terri Christian to follow up on this discussion.
* Investigators invited to come to the October 4, 2019 HSIRB meeting to present information and continue the discussion.
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| Discuss Motivational Instructional Technique Research Proposal | * Proposal: The effect a motivational instructional technique has on a student’s self-efficacy and success for students enrolled in integrated reading and writing courses at Lansing Community College.
	+ Researcher applying for Exemption 1
* Discussion:
	+ Informed Consent
		- The current consent form language is at a Flesch-Kincaid grade level of 13.4. This is deemed too high for the proposed research subjects and should be modified to use language that scores between 8.0 and 9.0 on the Flesch-Kincaid grade reading level scale.
			* Microsoft word can give you readability statistics when reviewing a document that will show the readability grade level.
		- The current consent form has several grammatical errors that need correction
	+ Proposed Twitter Feed
		- It is recommended that modifications to the twitter notifications occur so that the researcher does not know which students are participating in the study and which have opted to not participate
	+ Motivational Statements
		- The motivational statements that will be used in the twitter feed need to be submitted to the HSIRB for review
	+ Concern over methodology of information collection, acknowledging that the HSIRB does not exist to set up the research study, only to insure the safety of the subjects involved
		- If using only the last four student number digits there may be duplicate numbers
		- Twitter feed may not be a controlled environment
		- Seem to be collecting data at different points
	+ HSIRB needs to acknowledge there may be an inequity involved here
		- If proven that students benefit, and have a markedly better grade, from the motivational techniques is there a way that the control student group can also benefit
			* Possibly allow the control group to also receive a better grade IF the study proves the techniques work and have a .5 or better grade increase
		- This can also be handled in the Informed consent document
			* Important to clarify that subjects may have their grade positively or adversely affected by this study
* Revision and resubmission requested letter to be sent to researcher as well as an invitation to come to the October 4, 2019 HSIRB meeting to further discussion the research.
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| HSIRB Quick Reference Guide handout | * Due to the Revised Common Rule that went into effect January 21, 2019 HSIRB reference documents were updated.
	+ Revised reference guides distributed during meeting
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| Other items/next meeting  | * Adjourned meeting at 12:20pm.
* Next meeting is October 4, 2019, 11-12pm in ADM 200.
	+ Agenda Item: Discuss the certification/training requirements for primary investigators.
	+ Review submitted information from the Cardio Exercise before Exam project
	+ Review resubmission of the Motivational Instruction Technique project
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