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| **MINUTES** |
| **Name of Committee:Human Subjects Institutional Review Board (HSIRB)****Members:** Patricia Ayers, Matthew Fall, James Owens, Katrina Steinsultz, Matthew Van Cleave, Melinda Wilson, Kari Richards, Susan Jepsen**Alternate:** Anna Mitterling**Community Member:** Renee Brown |
| **Committee Members Present:** Patricia Ayers, Matthew Fall, James Owens, Katrina Steinsultz, Matthew Van Cleave, Melinda Wilson, and Susan Jepsen**Committee Members Absent:** Renee Brown and Kari Richards |
| Date: November 1, 2019 | Time: 11am – 12pm | Room: ADM 200 |

| **Agenda Item** | **Discussion** |
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| **Approval of the October 4, 2019 minutes**  | * The October 4, 2019 minutes were approved.
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| **Note regarding Cancellation of Meetings** | * Request more than 48 hours advance notice to cancel HSIRB meetings.
	+ Due to the public posting of the event
		- Want to be sure there is time to let public know the meeting is no longer occurring
* However, if the LCC campus is closed then the meeting will be automatically cancelled.
	+ For example, an extreme weather event or power outage forcing the campus to close
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| **Motivational Instructional Technique Research Proposal**  | * Three HSIRB members had a phone meeting with the researcher, as a service to help a Lansing Community College colleague, to discuss the Informed Consent document.
	+ Final document has been submitted
		- Per 10/4/19 HSIRB decision, once the Informed Consent is updated, the proposal is approved for exemption 45 CFR 46.104(d)(3)
	+ After approval of the Informed Consent an exemption letter will be sent to the researcher
* Discussion of providing more guidelines, than the current checklist, to researchers on our website.
	+ Have Informed Consent examples to show verbiage
	+ Put together a template
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| **Certification/training requirements for primary investigators** | * On 10/04/19 the HSIRB determined that a minimal amount of training needs to be completed by the primary researcher for a proposed project to be approved or considered exempt.
* Discussion of how long the training would be considered valid.
	+ Will investigate federal regulations to see if any specifics regarding this exist … initial suggestion is within the last three years
	+ For future projects the researcher’s certificate needs to show that training was completed after January 20, 2019 – when the Final Rule went into effect
		- A submitted training certificate would be considered valid for three years from the original training date
	+ Researchers should do the training for both exempt and non-exempt projects
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| **Other items/next meeting**  | * Written Procedures:
	+ It is time to work on procedures which clearly explain how the current HSIRB policies are carried out
	+ Handouts based from CITI course: IRB Administration, were discussed and sent electronically to all members after the meeting
	+ Determined that basic procedure drafts will be created and then discussed during future meetings to fill this federal requirement
* Adjourned meeting at 11:30am.
* Next meeting is December 6, 2019, 11-12pm in ADM 200.
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