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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:  Committee Members Absent: | | |
| Date: March 1, 2019 | Time: 11am – 12pm | Room: ADM 200 |

| **Agenda Item** | **Discussion** |
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| Approval of the December 7, 2018 minutes (Note: 2/1/19 mtg was canceled) |  |
| Discuss process considerations for administrators to conduct human research with faculty. |  |
| Discuss composition of IRB membership. |  |
| Discuss Refresher CITI Course options |  |
| Create email coaching process to help grant proposal review. |  |
| IRB Proposal form - LCC nondiscriminatory statement added. |  |
| Other items/next meeting | Next meeting is April 5, 2019, 11-12pm in ADM 200 |