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| **AGENDA & NOTES** | | |
| Name of Committee:Institutional Review Board (IRB)  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, Renee Brown (phone), Matthew Fall, James Owens, Katrina Steinsultz, Matthew Van Cleave, Melinda Wilson, Kari Richards (phone), Susan Jepsen  Committee Members Absent: Anna Mitterling | | |
| Date: March 1, 2019 | Time: 11am – 12pm | Room: ADM 200 |

| **Agenda Item** | **Discussion** |
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| Approval of the December 7, 2018 minutes (2/1/19 mtg was canceled) | * December 7, 2018 minutes approved with no objections. |
| Discuss process considerations for administrators to conduct human research with faculty. | * Group discussion: Must be aware of authority (real and perceived) and how that may affect consent to participate.   + Important to establish protocol * Matt F. proposed: Proposal Intake review by IRB Administrator or Chairman.   + Add to application questions, exact wording to be finalized:     - Are you employed by LCC or affiliated with the college (including family members)?     - If so, have you assessed the power dynamics at play in this study?       * Group agreed adding to the proposal form.   + Important to note the purpose of the proposal form is to get relevant information, not to settle all IRB questions * Melinda noted that CITI courses should be investigated to help with this discussion. |
| Discuss composition of IRB membership. | * Melinda suggested changes to IRB membership to cover any possible labor issues.   + Susan recommended having a guest speaker to address any IRB questions brought up by a proposal     - For example, if a child care study at LCC’s Early Learning Center was under discussion could have a representative of that community speak     - Proposal Intake Review can pick up on potential needs and request speakers for upcoming meetings     - Need for a speaker would be determined on a case by case basis * Group agreed to request a speaker, as needed, to give information on future research proposals. |
| Discuss Refresher CITI Course options | * Several IRB members CITI Program Registrations are going to expire in the next few months, requiring refresher courses or retaking initial courses. * Group reviewed various CITI course options and existing refresher modules:   + Determined to create LCC’s own refresher module, from summary document presented by Matt     - Required Core Courses:       * At least 1 Informed Consent course – either from the Social-Behavioral-Educational (SBE) or Biomedical refresher modules already existing in CITI       * Research in Educational Settings – from the existing CITI SBE refresher module       * Assessing Risk – from the existing CITI SBE refresher module     - Choose at least two elective courses from CITI offerings – and be willing to take others if needed for upcoming cases       * Examples include but are not limited to:         + HIPPA and Human Subject Research         + Conflicts of Interest in Human Subject Research         + Research Involving Children         + History and Ethical Principles * Recommended all members take the CITI Program Revised Common Rule module, as discussed in agenda point below. |
| Discuss changes to the Final Rule | * Summary of changes found at: <https://cuhs.harvard.edu/whats-new-final-rule> * Group recommends all members take the CITI course on the Revised Common Rule to become familiar with the new requirements.   + Link to be emailed to all members for easy access to the course * Many existing IRB documents will need to be updated to meet these requirements. |
| Create email coaching process to help grant proposal review. | * To be discussed by email outside of this meeting.   + Matt F. will forward a draft of his proposed ideas |
| IRB Proposal form - LCC nondiscriminatory statement added. | * Due to the Revised Common Rule that went into effect January 21, 2019 we will need to change many IRB documents.   + Large project will require several steps to complete   + Drafts will be sent via email for review and feedback outside of this meeting * Group approved changing the name of Lansing Community College’s current Institutional Review Board (IRB) to Human Subject Institutional Review Board (HSIRB) to better communicate the scope of services provided by this board. * Where required the LCC nondiscriminatory statement will be added to documents as they go through the revision process. |
| Other items/next meeting | * Next meeting is April 5, 2019, 11-12pm in ADM 200 |