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| **AGENDA & NOTES** | | |
| Name of Committee:**Human Subjects Institutional Review Board (HSIRB)**  Members: Patricia Ayers, Matthew Fall, Susan Jepsen, James Owens, Kari Richards, Matthew Van Cleave, and Melinda Wilson.  Alternate: James Ivey  Community Member: Renee Brown | | |
| Committee Members Present: Renee Brown, Patricia Ayers, Matthew Fall, Susan Jepsen, James Owens, Matthew Van Cleave, and Melinda Wilson.  Committee Members Absent: James Ivey and Kari Richards.  Guests: Kelli Hatfield and Larissa Miller. | | |
| Date: September 28, 2020 | Time: 3pm – 4pm | Room: Via WebEx |

| **Agenda Item** | **Discussion** |
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| Approval of the September 4, 2020 minutes | * Minutes approved without changes. |
| Review of Hatfield Research Project | **Academic Success Coaching with Populations of High School Students that Attend Community College Full-time.**   * Project discusses both exempt category 1 and 2, however HSIRB determines only category 2 applies. * Interview questions and their sensitivity discussed.   + Some of the answers to the open-ended questions may touch sensitive areas     - Concern that the interviewer has been trained to help, or refer student to help, if responses require it   + Kelli, the interviewer, served as the director for HSDCI and has been trained to respond to students     - If personal narratives arise Kelli is familiar with the laws and procedures needed * Vote taken regarding project.   + All approved exempt 2 status * Formal letter from LCC HSIRB to be sent to Kelli later this week. |
| Review of Miller Research Project | **Compassion Fatigue and Nursing Faculty: Factors Influencing Role Retention or Attrition**   * Principal Investigator Certificate   + Dated prior to the changes to the common rule, still acceptable or is more training required?   + The main changes to the common rule were for exempt work, this is not exempt   + HSIRB determined that for this project the current certificate is applicable and no further training for the PI is needed at this time * Clarified some wording on the recruitment tool.   + Researcher will correct   + Minor changes that will not delay this review * Side Note: The Concordia University of Chicago IRB’s Institutional Review Board Application form has an excellent series of questions regarding the conflict of interest issue.   + Proposed that the LCC HSIRB look at revising their application and using Concordia’s questions as a model. * Concordia University of Chicago will be the lead IRB in this project.   + Any project issues will be communicated to both Concordia and LCC   + Larissa will get a close out letter from Concordia and forward to LCC upon research completion * Vote taken regarding project.   + Unanimous, research approved * Formal letter from LCC HSIRB to be sent to Larissa later this week. |
| Annual Update of Cardio Exercise before Exam | **Email submitted by researcher and reviewed by committee**   * Received short email from primary investigator Mari Croze.   + 2599 students participated in the AY 2019-2020 research   + No incidents to be reported for this time period * Discussion from group that we should develop a formal template for researchers to use when giving project updates.   + Submitted email was accurate but only two sentences long * We will develop something between meetings for future template.   + Susan can find template and send * The update is adequate and no further action is needed from the researcher at this time. |
| Review of Trellis Research Project | **Fall 2020 Student Financial Wellness Survey**   * All MI community colleges, except for 3 of them, are participating. * Trellis is a solid partner.   + Reviewed last year’s report and found it fantastic   + Survey conducted through a site that will security participant anonymity   + Delete raw data after 10 years from survey implementation   + LCC will get aggregated data back from survey * Proposal looks professional and well laid out. * Vote taken regarding project.   + Unanimous, research approved * Formal letter from LCC HSIRB to be sent to Larissa later this week. |
| Should the LCC HSIRB pursue FWA? | **Discussion of pursuing a Federal wide Assurance (FWA) for the Protection of Human Subjects at the LCC HSIRB**   * FWA [FAQ link](https://www.hhs.gov/ohrp/regulations-and-policy/guidance/faq/assurance-process/index.html) to be resent and looked at again by the group. * This is a part-time IRB and there is a lot of effort involved maintaining this.   + Signatory official training   + Annual agreement and every 2-3 years more work   + Will have a formal audit process * More training may be needed. * Matt has a Provost Cabinet conversation regarding grants in general.   + After this meeting will know if more interested in FWA * Does give an IRB a higher level of credibility with the government. * Request group to research more background information on this and send what is found to everyone via email between meetings. * Will come back to this discussion during the November meeting. |
| Common Language/  Confidentiality Statements for Surveys | **Discussion**   * Moved to November 6, 2020 Agenda due to time constraints. |
| Next Steps: | * Formal letters out to Hatfield, Miller and Trellis research projects. * Revise HSIRB Project Proposal form to incorporate conflict of interest questions similar to those found in Concordia College form submitted by Larissa Miller. * Develop template for researchers to use when submitting annual updates of projects.   + Susan has a template in mind and will send for future review * Resend FWA link to group: [FAQ link](https://www.hhs.gov/ohrp/regulations-and-policy/guidance/faq/assurance-process/index.html).   + Also posted in the HSIRB SharePoint site * Group requested to investigate FWA background information and send out what they find to everyone for information. |
| Other items/next meeting | * Adjourned 3:58pm * Next meeting is scheduled November 6, 2020, 11-12pm via WebEx |