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| **AGENDA & NOTES** |
| Name of Committee:Human Subjects Institutional Review Board (HSIRB)Members: Patricia Ayers, Susan Jepsen, Matthew Fall, James Owens, Kari Richards, Matthew Van Cleave, and Melinda Wilson. Alternate: James IveyCommunity Member: Renee Brown |
| Committee Members Present: Patricia Ayers, Renee Brown, Susan Jepsen, Matthew Fall, Matthew Van Cleave, and Melinda Wilson.Committee Members Absent: James Ivey, James Owens, and Kari Richards. |
| Date: November 6, 2020 | Time: 11am – 12pm | Room: Via WebEx |

| **Agenda Item** | **Discussion** |
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| Approval of the September 28, 2020 minutes | * Minutes approved.
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| Creating a Form for Project Annual Updates | * Review information from Susan Jepsen.
	+ Very complicated but as an example it shows who’s involved and what a structure could look like
	+ All understand the one submitted will need trimming
* Susan will revise the form and resubmit for next meeting.
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| Continue, “Should the LCC HSIRB pursue FWA?” Discussion | * Main reason to pursue an FWA is to meet potential grant qualifications.
* December Strategic Grant Planning meeting in ELT.
	+ Matt will attend an have a better idea of the scope and direction LCC is thinking of pursuing
	+ If ELT takes a different direction for grants will let this group know
* This is an institutional decision but they will defer to our HSIRB recommendations.
	+ Will require institutional investment in time, money and resources
* Can hire an outside IRB is need oversite of one with FWA.
	+ Expensive, expect around $5,000.00 per project
	+ At this time would be cheaper to hire than pursue on our own
* Determined not to pursue an FWA at this time but will come back to if the situation changes.
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| Common Language/Confidentiality Statements for Surveys | * Discussion – moved from the September 28 meeting agenda due to time constraints.
* Background: Want to establish best practices for all surveys, even those that LCC produces that are not required to have IRB approval.
	+ One item is that, if it is the intent, all surveys should have a confidentiality statement and describe ways in which privacy is protected
* Group determines three steps needed:
	+ Come up with wording for a formal statement
		- Will post on website
		- Not a formal policy but rather a resource for LCC
		- Projects not going through IRB can still be directed to the website and requested to use it
	+ Present proposed statement to Provost Sally Welch for review
	+ Present final statement to Academic Senate
		- Mindy will request it put on agenda when we are ready
		- Need us as a group to come up with the wording
* Matt will clean up what has been worked on and add processes to it for review at the next meeting.
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| Review proposed updated HSIRB proposal form | * Discussion on presented document.
* Terri will make discussed edits and send by email for final group vote before posting on website.
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| Next Steps: | * Susan will revise the Annual Project Update form and resubmit for next meeting.
* Matt to work on existing common language/confidentiality statements, as well as add process to it for review at next HSIRB meeting.
* Terri will revise HSIRB project proposal form and post final version after group reviews by email.
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| Other items/next meeting  | * Meeting Adjourned at 11:45am.
* Next meeting is scheduled December 4, 2020, 11-12pm via WebEx
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