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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: Patricia Ayers, Renee Brown, James Owens, and Matt Van Cleave.  Committee Members Absent: Matthew Fall, James Ivey, Kari Richards, Susan Jepsen, and Melinda Wilson. | | |
| Date: December 4, 2020 | Time: 11am – 12pm | Room: Via WebEx |

| **Agenda Item** | **Discussion** |
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| Approval of the November 6, 2020 minutes | * Minutes were not approved. * Did not reach quorum so minute approval moved to next meeting. |
| Review Form for Project Annual Updates | * Discussion of draft form in handout packet. * Need to establish a policy set that can be applied on a research by research basis of when a researcher should check-in with the HSIRB.   + Both for approved research projects and exempt projects.   + Ethical obligation of this HSIRB to the community, even on exempt projects, to have some contact and oversight of active projects. * Side note: For reference purposes will send out group email with a recent Exemption Letter attached.   + Can see exemption wording for project end date and request they apply for extensions if they must continue past the approved end date. * Document approved without revisions. |
| Common Language/  Confidentiality Statements for Surveys | * Discussion of updated forms from last meeting. * Will discuss at next meeting – information from Matt Fall pending. |
| New Business | * None. |
| Next Steps: | * Once confidentiality statement and process are approved HSIRB determined 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 * Will email recent Exemption letter out to HSIRB for reference of how approval end dates are used. |
| Other items/next meeting | * Meeting Adjourned at 11:15am. * Next meeting is scheduled February 5, 2021, 11-12pm via WebEx |

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The following individuals have been designated to handle inquiries regarding the nondiscrimination policies: Equal Opportunity Officer, Washington Court Place, 309 N. Washington Square Lansing, MI 48933, 517-483-1730; Employee Coordinator 504/ADA, Administration Building, 610 N. Capitol Ave. Lansing, MI 48933, 517-483-1875; Student Coordinator 504/ADA, Gannon Building, 411 N. Grand Ave. Lansing, MI 48933, 517-483-1885; Sarah Velez, Human Resource Manager/Title IX Coordinator, Administration Building, 610 N. Capitol Ave. Lansing, MI 48933, 517-483-1874; Christine Thompson, Student Title IX Coordinator, Gannon Building, 411 N. Grand Ave. Lansing, MI 48933, 517-483-1261.