

April 10, 2026 Meeting Minutes - Draft

Human Subjects Institutional Review Board (HS-IRB)

April 10, 2026, from 9:10 – 10:30AM, GB 2214 with Webex Option

Members Present F2F:

Patti Ayers, Heather Bunce, Terri Christian, Matthew Fall, Rob Halgren, Wyl McCully, and Melinda Wilson.

Members Present via Webex:

Margie Clark.

Action Items

- **Researcher Notification:** Send the formal approval letter for the Continuing Review submission to the project's lead contact person, Mari Croze.
 - **Letter Revision:** Rework the existing HS-IRB project completion letters.
 - Include a statement requesting researchers submit finished work for the collegewide project repository.
 - **Community Impact Survey:** Prepare for an incoming Exempt Research Submission once the vendor contract is awarded.
 - Note: The committee intends to fast-track this review to accommodate a May/June survey window.
 - Matt and Wyl will provide technical assistance to the vendor regarding paperwork accuracy.
 - **SOP Review:** Submit the current Standard Operating Procedure (SOP) draft to the LCC Compliance Department for review.
 - **Scheduling:** Revise the Academic Year 26/27 meeting schedule for committee review during the May meeting.
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Approval of October 21, 2025 Minutes and February 13, 2026 Notes.

- Both approved without objection

Review Continuing Research Submission

Project Title: Cardio Exercise and Student Success Phase II

Principal Investigators: Marianne Croze, Amy Stoakes, Jennifer Hilker, Courtney Geisel, Trevor Burns, and Karen Hicks.

Lead Contact Person: Mari Croze, 517-483-1228, klingem2@lcc.edu

Discussion

- Phase II renewal includes minor questionnaire updates and improved skip logic for better user experience.
- Data collection moved from Google Docs to D2L to enhance security.
- Note: Student responses are now confidential rather than anonymous; consent documentation is updated accordingly.
- The D2L setup was successful in its pilot run and will roll out this semester.
- Aggregated data presented during "Know How in 90" supervisory training was well received across five separate sessions.

- The study is credited with sparking a collegewide culture shift toward prioritizing student and employee wellness.

Approval

- The Continuing Research Submission was approved without objection.

Potential Project Repository

- Discussion regarding a public-facing repository for completed projects. Access would require password protection.
- Potential hosting on the Innovations Website if it is still active. Alternative locations include the HS-IRB Website or Archives.
- Per the LCC Records Retention Schedule (Provost/Center for Data Science), the IRB must remove active project files three years after completion while maintaining a permanent log.
- This is identified as a potential summer project for the HS-IRB.

Community Impact Survey Discussion.

Overview

- Discussion regarding a potential RFP for a community impact survey related to the LCC Strategic Plan.
- This project focuses on outward-facing community impact rather than inward-facing internal metrics; a similar study has not been conducted in approximately 12 years.
- Strategic consultants recommended this study to inform the next strategic plan and potential service corrections for the college.

Methodology and Scope

- The study will utilize a mixed-methods approach (qualitative and quantitative) and is non-probabilistic.
- Participants will not include students or staff; the focus is strictly on the external community.
- Special populations, such as individuals under 18, are excluded from interviews.
- Wyl and Matt are currently managing interviews and developing research protocols.

IRB Purview and Compliance

- Although intended for internal technical purposes, the committee discussed whether informed consent and privacy protections necessitate an IRB exemption submission.
- Submitting for an exemption is recommended to ensure data can be shared outside of the college in the future without reaching beyond the IRB's purview.
- All privacy protections and consent protocols are currently addressed within the proposal.

Next Steps

- The contract award is expected shortly with the survey going out in May or June.
- Matt will guide the team through the submission process to ensure materials are filled out correctly.
- Members should watch for follow-up emails regarding the application status and training requirements.

Confirm AY 26/27 Meeting Schedule.

- **Conflict Check:** Verify if any collegewide 9/11 anniversary events (25th anniversary in 2026) conflict with the proposed September meeting date.
- **Spring Break Adjustment:** The March meeting date requires rescheduling as it currently falls during LCC Spring Break.
- **Meeting Start Times:** The group reached a consensus that a 3:10 pm start time is acceptable. This later start may be necessary on Fridays when conflicts with Academic Senate meetings are unavoidable.

Continue Work on Research Misconduct SOP.

- Group reviewed document comments on SharePoint site and determined the draft is sufficient to submit to the LCC Compliance Department for review.
 - Matt will forward it to that department.

Future Agenda Items.

- Research Misconduct SOP – Status update from Matt regarding LCC Compliance Department review.
- Continued discussion of potential HS-IRB project repository creation.
- Review of updated AY 26/27 Meeting Schedule.

Other items/next meeting/meeting adjourned.

- Without objection meeting adjourned at 10:23 am.
- Next meeting (last for AY 25/26) scheduled for Friday, May 8, 2026, 9:10 – 10:30AM, GB 1127A President's Dining Room, with Webex Guest Option.
- Meeting invitations will be sent for AY 26/27 prior to August 28, 2026

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