



HUMAN SUBJECTS  
INSTITUTIONAL  
REVIEW BOARD

## September 12, 2025 Meeting Minutes

*Approved during 10/21/25 HS-IRB Meeting*

Human Subjects Institutional Review Board (HS-IRB)

September 12, 2025, from 9:10 – 10:30am, ADM 105 with Webex Guest Option

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### Members Present F2F:

Patti Ayers, Heather Bunce, Matthew Fall, Wyl McCully, and Melinda Wilson.

### Guest, F2F:

Researcher Christopher Manning.

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### Action Items

- Chris Manning to follow up with Wyl and Matt regarding research question and data collection protocols.
    - His current project submission is withdrawn and he will resubmit at a future date.
  - Terri will send Chris a Project Charter Template from CDS standard forms to help focus thinking as relook at existing project.
  - Mindy will write a HS-IRB 5Star article and make a presentation to the Academic Senate.
  - Wyl will begin the potential community member contact process discussed below.
  - Mindy to investigate Patricia McKay's availability for alternate member position.
  - Terri to follow up with rescheduled meeting requirements.
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### Approval of May 9, 2025 Minutes.

- Minutes Approved without objections.

### Review Sabbatical Project Submission.

#### Title: Survey of Lansing Area Homeschool Parents

Principal investigator: Christopher Manning, Lansing Community College Faculty.

#### Discussion

- Researcher initiated a productive discussion about the project, goals, and best ways to gather information.
  - IRB's role is not to judge a project's merits but to evaluate potential harm to human subjects.
  - IRB is available to discuss options if requested and time allows.
  - IRB reminded Chris that, as principal investigator, he can choose which suggestions to adopt without pressure.
- Researcher decided to restructure the project, possibly using focus groups instead of a survey, and narrowing to a smaller central research question to avoid scope creep.
  - IRB encouraged refinement, noting this is a normal stage in developing a project.
- Current submission is withdrawn; Chris will resubmit a revised project.
  - Chris will follow up with Wyl and Matt outside the meeting on the research question and data collection protocols.
  - Terri will email Chris the CDS Project Template (with notes) to assist in the process.

### Star Article and Senate Presentation Discussion.

- Melinda will write an article and give an Academic Senate presentation covering HS-IRB history, members served, number of projects completed, and website updates.
  - Matt reminded her to also highlight the free researcher training featured on the website.
  - The group approved and expressed appreciation for her efforts.

### Recruitment Needed for Vacant Community Member Position.

- Louise Simon resigned over the summer. Goal is to fill the position by January.
  - Thank you card signed by group and mailed to Louise.

### Brainstormed Candidates:

- Al Blaske, local geologist (contact: Wyl)
  - Margie Clark, retired Dean of Health and Human Services, LCC (contact: Matt if Al declines)
- Chris Thompson, retired Director, Office for Student Compliance, LCC (contact: Patti if Margie declines)
- Robin McGuire, retired from LCC, currently working at MSU extension (contact Mindy if Chris declines)

### Next Steps

- Wyl to contact Al.
- Matt to contact Margie if needed.
- Patti to contact Chris if needed.
- Status update at next meeting.

### Alternate Position

- Mindy to contact Dorothy Tappenden regarding Patricia McKay's availability.
  - If approved, Mindy will ask Patricia (former HS-IRB member) if she is interested.

### HS-IRB Meeting Date Discussions

#### Reschedule Next meeting

- Original date (10/10/25) conflicts with several member's schedules.
- Changed to Tuesday, October 21, at 2pm.
  - Terri to follow up with meeting invite change, website notifications and room reservations.

### March 13, 2026 meeting canceled.

- Canceled due to LCC Spring Break.
- Will convene if a project requires review.

### Future Agenda Items.

- None.

### Meeting Adjourned:

- 10:30AM, without objections.

### Next Meeting:

- Next meeting scheduled for Tuesday, October 21, 2025, 2 – 3:30PM, ADM 105 with Webex Guest Option.

*Respectfully submitted by Terri Christian, HS-IRB Secretary*