



HUMAN SUBJECTS  
INSTITUTIONAL  
REVIEW BOARD

## October 21, 2025 Meeting Minutes - Draft

Human Subjects Institutional Review Board (HS-IRB)

October 21, 2025, from 2 – 3:30PM, WCP 115, Conference Room, with Webex Guest Option

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### Members Present F2F:

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

### Guest, F2F:

Researchers Karen Hicks, Mari Croze, and Wyatt Schwanbeck.

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### Action Items

- Send the Annual Continuing Review Approval Letter to researchers.
  - Send varied notes (as detailed in the minutes) to Chris Manning for follow-up and resubmission.
    - As the project now qualifies as Exempt, the Executive Team may review his resubmission outside of a full Board meeting.
    - Wyl will discuss protocol and research design ideas with Chris.
  - Matt will follow up with Margie regarding the Community Member position.
    - Members are asked to continue seeking potential candidates for open positions.
  - The November 7, 2025 meeting has been canceled.
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### Approval of September 12, 2025 Minutes.

- Minutes Approved without objections.

### Annual Continuing Review.

**Title: Cardio Exercise and Student Success: Phase 1**

**Principal Investigators:** Marianne Croze, Trevor Burns, Amy Stoakes, Jennifer Hilker, Courtney Geisel, and Karen Hicks; Lansing Community College Employees. Previous continuation approved 10/11/2024.

### Determination:

- Continuing Review approved without objections.
  - Letter out to researchers within next 10 business days.

### Looking ahead:

- Researcher let IRB know they are moving to incorporate the survey into a D2L course shell.
  - This would allow all content to be housed in one location; streamline data collection; and allow faculty easy access to the content.
- Some concern about privacy but while faculty would know who participated students would not see other student data.
- When D2L system is functional will sunset this project and submit another application for the new format.

## Review resubmitted Sabbatical Project.

**Title:** Focus Groups for Lansing Area Homeschool Parents on College Enrollment for Home Learners Between 15-18 Years Old

**Principal investigator:** Christopher Manning, Lansing Community College Faculty (unable to attend due to teaching conflict).

### Determination:

- This project qualifies under Exempt 2(i) Category.
- Several questions, noted below, prompted the Board to request resubmission.
- As the project is exempt, a full Board meeting review is not required for the resubmission; it may proceed independently of the regular Board meeting calendar.

### Items to be sent to Chris:

- These minutes which include several questions.
- One or two examples of informed consent documents.
- Melinda's ChatGPT analysis of the informed consent, that is also made part of the documents filed in regards to this research project.

### Questions from Board:

#### *Informed Consent*

#### General Issues:

- Simplify academic language (currently grade level 12–13); aim for readability at grade 6–10.
- Include the researcher's full contact information, including email address.
- Add IRB contact email ([lcirb@star.lcc.edu](mailto:lcirb@star.lcc.edu)) and optional office phone (517-483-1123)

#### Specific Issues:

- #2, revise for clarity and flow.
- #5, consolidate into a single concise paragraph.
- #6, remove second sentence, referencing care, services or benefits; these do not apply.
- #7, remove "loss of benefit" language. Consider merging #6 and #7.
- #8, remove or revise to clarify that there are no costs to participants.
- Final paragraph, confirm it is necessary.
- Determine if a witness signature is needed?
- Replace the term "interventions" with "interactions" throughout.

### Signature Requirement Discussion:

- The group discussed whether participant signatures are required in this case.
  - Option: Include a statement that continuation of the interview or focus group implies consent.
  - Using a signature may minimize risk to the investigator in case of disputes about consent.
- [Definition from CFR 46.117\(c\)\(1\)](#):
  - (1) An IRB may waive the requirement for the investigator to obtain a signed informed consent form for some or all subjects if it finds any of the following:
    - (i) That the only record linking the subject and the research would be the informed consent form and the principal risk would be potential harm resulting from a breach of confidentiality. Each subject (or legally authorized representative) will be asked whether the subject wants documentation linking the subject with the research, and the subject's wishes will govern;
    - (ii) That the research presents no more than minimal risk of harm to subjects and involves no procedures for which written consent is normally required outside of the research context; or

(iii) If the subjects or legally authorized representatives are members of a distinct cultural group or community in which signing forms is not the norm, that the research presents no more than minimal risk of harm to subjects and provided there is an appropriate alternative mechanism for documenting that informed consent was obtained.

- **Decision:** The Principal Investigator, Chris, may determine whether to require a signed consent form based on the nature of the study and associated risks.

### *Research Design Discussion*

- General design elements were discussed but noted as outside the IRB's purview.
- Wyl will follow up separately with the Principal Investigator to share additional ideas.

### **Recruitment Updates**

- Community Member position remains vacant.
  - Matt will follow up with Margie; Al Blaske declined participation.
  - Melinda may contact Robin McGuire as possible candidate.
  - Patti remains willing to reach out to Chris Thompson if desired.
- Alternates are also needed; members were asked to continue identifying potential candidates.
- HS-IRB Scientific Expertise Member position has been filled.
  - Welcome to newest member Rob Halgren, PhD (Biology). He was unable to attend today's meeting due to teaching commitments.

### **HS-IRB Meeting Date Discussion**

- November 7, 2025 Meeting canceled without objections.

### **Future Agenda Items.**

- None.

### **Meeting Adjourned:**

- 3:04 PM, without objections.

### **Next Meeting:**

- Next meeting scheduled for December 5, 2025, 9:10 – 10:30AM, ADM 105 with Webex Guest Option.

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