



HUMAN SUBJECTS
INSTITUTIONAL
REVIEW BOARD

MEETING AGENDA & ACTION NOTES

Human Subjects Institutional Review Board (HS-IRB)

Date & Time: September 18, 2026 3:10 – 4:30 PM Location: GB 1127A President's Dining Room	Scribe / Recorder: Terri Christian Resources: HS-IRB Site / SharePoint
Committee Leadership & Members: • Melinda Wilson, PhD (Chair) • Heather Bunce, EdD (Vice Chair) • Matthew Fall, PhD (Administrator) • Patti Ayers, BA; Robert Halgren, PhD; Kali Majumdar, PhD; Wyl McCully, PhD	Community Member: • Margherita Clark, MSN, RN, GNP-BC Alternate: • Vacant
Members Present:	Guests:

Outstanding Action Items (From May 8, 2026 Minutes)

- ☒ **Research Misconduct SOP:** Matt continuing refinements based on Legal/Compliance feedback.
- ☒ **Academic Senate Presentation:** Melinda creating presentation for Fall semester.
- ☒ **CITI Responsible AI Course & Webinar Library:** Terri coordinating purchase and campus notification.
- ☒ **Project Repository Framework:** Terri consulting with Bob Garrett (LCC Archivist).
- ☒ **Decision Summary Bank:** Terri & Heather developing standardized template library.
- ☒ **AY 26-27 Scheduling:** Terri sending meeting invitations by late August 2026.

Notes

Agenda Item & Lead	Discussion & Key Points	Action and Vote Record
1. Approval of Minutes (Mindy)	Review and approval of May 8, 2026 meeting minutes.	Motion: Approval of May 8, 2026 Minutes Action: Vote (F-A-A): Quorum Maintained [Y/N]:
2. New HS-IRB Project Log (Terri)	Overview of new relational database layout.	Status:
3. HS-IRB Decision Summary Bank (Heather)	Review base information compiled by Heather Bunce from old projects and located in the new Project Log.	Action / Motion: Controverted Issues / Basis:
4. Research Misconduct SOP (Matt)	- Status update on revised draft incorporating Legal/Compliance feedback. - Discussion on newly formatted SOP and its supporting documentation.	Status: Next Steps / Lead:
5. Project Repository Discussion (Committee)	- Research Repository Notes included in review packet for discussion reference. - Determine next steps.	Action / Motion: Vote (F-A-A): Implementation Lead:
6. CITI AI Course & Webinars (Terri)	Reminder: Subscription for Essentials of Responsible AI course and Webinar library expires September 30, 2026.	Status:
7. Future Agenda Items (Group)	- Update on Melinda's HS-IRB presentation to Academic Senate. - Open call for future review topics.	Status:
8. Adjournment & Next Meeting (Mindy)	Next meeting: Friday, October 2, 2026 3:10 – 4:30 PM, GB 1127A President's Dining Room	Adjournment Time: Quorum Maintained Through Adjournment (Y/N):