



HUMAN SUBJECTS
INSTITUTIONAL
REVIEW BOARD

DRAFT - 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: Melinda Wilson, Heather Bunce, Matthew Fall, Patti Ayers, Robert Halgren, Kali Majumdar, Wyl McCully. Quorum Status: Quorum was established and maintained throughout the meeting (including at least one non-scientific/community member).	Guests: None

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 as written. Action: Approved without objection. Quorum Maintained [Y/N]: Y
2. New HS-IRB Project Log	T. Christian presented the new relational database layout and demonstrated search and filtering capabilities.	Outcome: System is active and will serve as the primary tracking log moving forward.
3. HS-IRB Decision Summary Bank	H. Bunce presented historical project data compiled and integrated into the new Project Log.	Outcome: System is active and will continue to be expanded for standardized decision tracking.
4. Research Misconduct SOP	M. Fall provided a status update on the revised draft incorporating Legal and Compliance feedback. - The board reviewed the updated SOP structure and draft workflow documentation.	Action Items: W. McCully: Draft standard Initial Researcher Notification base template. T. Christian: Update SOP document per meeting feedback for next meeting review.
5. Project Repository Discussion	- The committee agreed to proceed with establishing a voluntary, public-facing project repository housed within LCC Archives. - Key Guidelines: - Researcher participation will be voluntary. - Submissions require a maximum 250-word synopsis. - LCC Archives will host the public read-only repository, while an internal inventory will be maintained in the Project Log.	Action Item: T. Christian to update researcher initial application materials, communication templates, and operational procedures.

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6. CITI AI Course & Webinars	T. Christian issued a compliance reminder that the current subscription for Essentials of Responsible AI and the Webinar Library expires September 30, 2026..	Outcome: Informational only.
7. Future Agenda and Administrative Items	• Academic Senate Presentation: M. Wilson, H. Bunce, and K. Majumdar will present on behalf of the HS-IRB once scheduled on the Senate agenda. M. Wilson will distribute the finalized slide deck to the board. • Meeting Standardization: Board agreed to standardize all upcoming meeting times to 3:10 PM – 4:30 PM on Fridays.	• Action Item: T. Christian to issue updated calendar invitations reflecting the standardized time.
8. Adjournment & Next Meeting	Next meeting: Friday, October 2, 2026 3:10 – 4:30 PM, GB 1127A President’s Dining Room <i>Note: The meeting will proceed as scheduled unless advance notice of cancellation is communicated.</i>	Adjournment Time: 4:39, without objection Quorum Maintained Through Adjournment (Y/N): Y

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