

The University of Louisiana at Monroe  
Institutional Review Board Minutes  
August 14, 2006

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**Members Present:** Jean Low, Ken Clow, Judy Fellows, Florencetta Gibson, Roxann Johnson, Davis Pritchett, Abra Watkins

**Members Absent:** Sandra Blake (excused).

The meeting was called to order by Committee Chair, Jean Low, on Monday, August 14, 2006 at 11:15 P.M. in Library Conference Room 643. The following items were discussed.

**Item 1. Welcome**

Jean Low welcomed all members and thanked them for their participation.

**Item 2. Presentation of new IRB Training program.**

Dr. Virginia Eaton and Ms. Natalie Campbell presented the new "CITI Program IRB Training" online training program. As of November 1<sup>st</sup>, 2006 all individuals (and Faculty Advisors if Principle Investigators are students) seeking IRB approval for use of human subjects in research will be required to have read, studied, and passed the online test in the IRB Training program. Members of the IRB committee will also complete the program.

**Item 3. Overview of Guidelines and Policies for University Committees**

The guidelines and policies for university committees, as presented by the provost at the meeting for committee chairs, were presented to the Human Subjects Committee members.

Following Provost Richters' instructions, a rotations process for committee members was agreed upon. Rotation off the committee would begin after the Spring of 2009 in alphabetical order then proceed, in future, based on a period of four years of service.

**Item 4. Overview of the 2005/06 year**

Fifty-nine proposals were submitted to the committee during the 2005/06 academic year. All were given expedited review. Basically all were surveys on non-controversial subjects and were either anonymous or the information was going to be kept confidential.

**Item 5. The Request for Review Process**

The request for review process was reviewed by Jean Low. Copies of the Request for Review form, the Notice of Review form, the ULM Policy, the Belmont Report, and the latest Code of Federal Regulations were handed out. The committee decided that the Request for Review form should be revised to include faculty advisors names if the Principle Investigators were students.

The committee reaffirmed that all proposed research should be sent to the committee even if it appeared, in the ULM Policy, to be exempt. Only the committee could make the decision that research was exempt, not the individual researchers. It was suggested by Judy Fellows that whenever the “exempt” category was utilized, that it be specified that “exempt” referred only to the specific research request, not future similar requests.

Roxann Johnson brought up the problem of the termination dates for research. Although researchers indicate termination dates in their requests for review, no method of determining whether the research is terminated at the specified date is in effect. After some discussion it was agreed that “termination date” would refer to the termination of data collection, and that researchers would be contacted, by email, to determine whether, in fact, they had actually completed the data collection process by the date specified.

**Item 6. Registration of Institutional Review Board.**

The IRB is now registered with the Department of Health & Human Services. Our IRB number is IRB00002480. Membership will expire on December 16, 2008

The meeting was adjourned at 12.15 PM.

Respectfully submitted,

Jean M. Low  
Department of Psychology  
August 15, 2006