Institutional Review Board

Minutes

Date 09/10/2014  Start Time 12:03 PM  Adjournment Time 1:03 PM  Location Library 640

Type of Meeting ☑ Regular  □ Special

CHAIR Greg Smith

SECRETARY Melissa V. Melancon

ATTENDEES
Members: Scott Baggarly, Kris Bista, Grace Houston, Melissa Melancon, Greg Smith, Matthew Talbert, Carl Thameling
Ex-Officio Members' Representative: La Wanda Gilbert Bell

ABSENT (EXCUSED) Members: Ken Clow, Debra Craighead, John Sutherlin (excused)

Agenda

GENERAL ANNOUNCEMENTS
Welcome/Introductions
Meetings will be at noon on the second Wednesday of each month. Proposals must be in one week prior to that time for consideration by the committee.
Meetings this semester will be October 8, November 12, and December 3, 2014.

Next meeting is scheduled for October 8, 2014 at 12:00 in Library 640

DISCUSSION TOPICS

I. CITI Training- IRB members must complete additional training modules to sit on the committee. Ms. Gilbert-Bell will email members who need to complete additional training. There will be a change in one module of the CITI training. If the training course is not completed prior to November 22, 2014, the trainee will be required to complete the new module.

II. Nominations for Secretary
Nominations were solicited for Secretary. Melissa Melancon agreed to take on the duties of secretary. The secretary will maintain minutes of committee meetings, distribute minutes to committee members, and distribute approved minutes for posting on appropriate web site.

The committee discussed the current proposal review process and decided that as long as requests were being reviewed and returned in a timely fashion, the process would remain the same. This means that exempt and expedited reviews will be sent to various members of the IRB and to the chair of the IRB for review instead of waiting for a full board review on the next scheduled date. Reviewers are to make sure that the proposals meet all technical details required. It was suggested that reviewers use the handbook for determining what information is required in the proposal. Members were advised to be especially careful about procedures to ensure that research causes the least amount of risk and be sure parts of informed consent are in compliance. Review policies on the IRB website. Ms. Gilbert-Bell will not handle these details. She will be responsible for sending out proposals for review.

IV. Proposal Review
Dr. Jana Sutton An Improvisational Team Approach to Systematic Supervision
Comments: Discussed why proposal included a signed consent for publication form and decided that this was a form from the clinic and not part of the proposal. There were no other concerns. Scott Baggarly moved that the proposal be approved. This was seconded by Melissa Melancon. The committee voted to approve this proposal.

Dr. Carolyn Murphy - Effectiveness of Integrating a 4 week Fine Motor Program for 4 years old students in a General Education Preschool classroom: A Two Group Nonrandomized Control Trial Study
Comments: It was asked how the researcher was going to assign students to groups to ensure equal access. Committee asked for a clarification of this point from the principal investigator. It was moved by Matthew Talbert and seconded by Kris Bista that the proposal be approved pending the clarification.
V. New business
Ms Bell reported that a student at another university wants to send a survey to ULM students. Typically, there needs to be a ULM faculty member who will collaborate with the student and complete the IRB approval. Ms Gilbert-Bell will draft a policy to deal with this type of request and will distribute it to IRB members for comment and review prior to voting on the policy. Ms Bell has received a request by a professor to do international research on voodoo. She indicated that the researcher will need to submit an IRB proposal request as that researcher is a representative of ULM.

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<td>Melissa Melancon accepted position as secretary.</td>
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<td>Approved both proposals with Murphy proposal pending clarification of equal access</td>
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<th>ACTION ITEMS</th>
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<td>Ms. Gilbert Bell will contact Carolyn Murphy for clarification about equal access. Ms. Gilbert-Bell will draft a policy for dealing with researchers not at ULM who want to use ULM students as research participants. She will distribute this for review by the IRB who will then vote on the policy.</td>
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