



## Institutional Review Board Minutes

Date Oct. 2, 2017 Start Time 2pm Adjournment Time 2:30pm Location Lib 640  
 Type of Meeting  Regular  Special

<b>CHAIR</b>	Carl Thamelng
<b>SECRETARY</b>	Debra Craighead
<b>ATTENDEES</b>	Srinivas Garlapati, Carl Thamelng, Diana Gooden-Ex-officio, Grace Houston, Judith Kalinich, Ex-officio, Liz LaFitte, , Debra Craighead
<b>ABSENT (EXCUSED)</b>	Rick Stevens and Stan Williamson (excused)

### Agenda

<b>GENERAL ANNOUNCEMENTS</b>		
	<p>I. Welcome and call to order.</p> <p>II. New members Liz LaFitte (joined meeting by conference call) and Judith Kalinich were introduced to the group.</p> <p>III. Committee members are to email all proposal responses to Dr. Carl Thamelng, copy: Vice Chair, Secretary, Diana Gooden &amp; Judith Kalinich– “reply all” to Diana’s request for review.</p> <p>IV. Each email trail/thread should contain (ref IRB#) in order to document our reviews</p> <p>V. Next Meeting: November 7, 2017, if needed</p>	
<b>DISCUSSION TOPICS</b>		
	<p>VI. New Business</p> <p>a. Proposal IRB765 was discussed. The following clarifications are needed: age of participants; number of times survey will be used; age appropriateness of the informed consent; missing Spanish version of assent; questionnaire items may cause participant to feel anxious; possible risk to participants; assent form not appropriate for all ages; need for a Spanish speaking witness to obtain assent of Spanish speaking child; miss-numbering of survey items; explanation of what sensory integration techniques are on consent form. A motion made by Grace Houston and seconded by Srinivas Garlapati to disapprove the proposal as submitted, and return it to the PI for clarification passed unanimously (Y = 4/ N = 0).</p> <p>b. Committee members were asked to review the Code of Federal Regulations to verify that the following items be documented in meeting minutes: attendance at the meetings; actions taken by the IRB; the vote on these actions, including the number of members voting for, against, and abstaining; the basis for requiring changes in or disapproving research; and a written summary of the discussion of controverted issues and their resolution.</p> <p>c. The Change of PI form developed by Diana Gooden and Dr. Thamelng will be ready for review next meeting.</p> <p>d. Debra Craighead will follow up with Greg Smith to locate the updated proposal form created by Dr. Kris Bista.</p> <p>VII. Open discussion yielded no questions or comments.</p>	
<b>CONCLUSIONS</b>		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

Approved by committee/council chair  Yes on 10/9/2017