



Institutional Review Board Minutes

Date May 9, 2018 Start Time 2:37pm Adjournment Time 2:37 pm Location Sandal 317
 Type of Meeting X Regular Special

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| CHAIR | Carl Thamelng |
| SECRETARY | Debra Craighead |
| ATTENDEES | Carl Thamelng, Grace Houston, Judith Kalinich, Ex-officio, Liz LaFitte, Debra Craighead, Davis Hale, Stan Williamson, Yiting Chu |
| ABSENT (EXCUSED) | Rick Stevens and Srinivas Garlapati |

Agenda

| GENERAL ANNOUNCEMENTS |
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| I. Welcome and call to order. II. Introductions III. Announcements/Reminders <ul style="list-style-type: none"> a. Please email all responses to Dr. Carl Thamelng, copy: Vice Chair, Secretary Diana Gooden and Judith Kalinich “reply all” to Judy’s request is easiest. b. Email trail/thread (ref IRB#) is the best way to document our reviews c. Next meeting time IV. Old Business <ul style="list-style-type: none"> a. Changes to “Request for Review of Proposal Form (RRPF) V. New Business <ul style="list-style-type: none"> a. IRB Documents created by LaWanna Gilbert-Bell VI. Open discussion VII. Adjournment |
| DISCUSSION TOPICS |
| Introductions <ul style="list-style-type: none"> a. Yiting Chu and David Hale were introduced and welcomed to the group Announcements/Reminders Announcement/Reminders <ul style="list-style-type: none"> a. Next meeting time for 2018-2019 school year was discussed. A morning meeting during University welcome week is planned. Dr. Thamelng will notify committee members once a specific meeting time is set. Old Business <ul style="list-style-type: none"> a. Changes to “Request for Review of Proposal Form (RRPF)” continues to be worked on by Ms. LaWanna Gilbert-Bell. She is currently working on a PowerPoint presentation entitled “How to Navigate the IRB Training Process” which will be added to the Office of Sponsored Programs and Research’s IRB webpage. New Business <ul style="list-style-type: none"> a. The committee members were asked to carefully review the IRB FAQs, Children-Informed Consent Policy, Sample Child Assent Form, Sample Consent Form, and Sample Parental Permission Form sent to committee members by Dr. Thamelng on May 5th. Dr. Thamelng asked that suggestions for document improvement be typed and sent to Ms. Gilbert-Bell. The committee expressed their gratitude for the thorough job done by Ms. Gilbert-Bell on these documents. Open discussion topics: New committee members need to complete CITI’s IRB modules. This should include the IRB Reference Resource module. The IRB committee chair Dr. Thamelng will explore involvement in the graduate student orientation being developed by Dr. Sushma Krishnamurphy, Dean of the Graduate School. Committee members available for proposal review over the summer are: Grace Houston, David Hale, Yiting Chu, Liz LaFitte, and Carl Thamelng. |

Adjourned at 3:32pm

| CONCLUSIONS | | |
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| ACTION ITEMS | PERSON RESPONSIBLE | DEADLINE |
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Approved by committee/council chair Yes on 5/10/2018