



## Institutional Review Board (IRB) Minutes

Date 10/26/2022 Start Time 3:00 PM Adjournment Time 4:05 PM Location Zoom

Type of Meeting  Regular  Special

<b>CHAIR</b>	Dr. Robert Hanser
<b>SECRETARY</b>	Dr. Karen Arrant
<b>ATTENDEES</b>	Dr. Robert Hanser; Ms. Judith Naslund, Ex-officio; Ms. Summer Moore; Dr. Yiting Chu; Dr. Arie Spitzfaden; Dr. Joyce Zhou, Dr. Srinivas Garlapati, Ms. Donna Eichhorn, Ms. Megan Risinger.
<b>ABSENT (EXCUSED)</b>	Dr. Karen Arrant (excused), Dr. Samuel Shannon (excused), Dr. David Hale, (excused); Ms. LaWanna Gilbert-Bell, Ex-Officio (excused).

### Agenda

<b>GENERAL ANNOUNCEMENTS</b>		
<p>1. Welcome and Call to order: Dr. Hanser noted the four items on the agenda and provided an overview of each.</p> <p>2. Hanser noted that the scope of the IRB was to protect human participants in research at ULM; nothing more and nothing less. Other members present confirmed and concurred with this point. This was simply a point of discussion to ensure that future efforts of the IRB remained focused on the actual scope and official charge of the committee.</p> <p>3. Dr. Hanser made a point to elaborate on PI, thesis chair, and dissertation chair responsibilities for proposals; it is not the role of the IRB to augment or aid in fulfilling those responsibilities. Hanser asked for a motion to generate a memo/policy that clarifies and reinforces the role of the PI and/or research chair to ensure that requested changes from the IRB are completed and to ensure that those changes are sent from these individuals back to the IRB for verification. Dr. Spitzfaden made the motion and Dr. Zhou provided a second; All members voted in favor with none opposed.</p> <p>4. A discussion related to returning proposals that are, on their face, unsatisfactory was raised by Hanser. Overall, committee members did not believe this to be a sufficient concern as to warrant any particular or official action.</p> <p>5. Hanser brought up the idea of moving meetings to face-to-face via an in-person location on campus, rather than being held solely by Zoom. It was decided that this would be determined by an email vote among committee members.</p>		
<b>DISCUSSION TOPICS</b>		
New Business None.		
<b>CONCLUSIONS</b>		
Hanser will craft initial draft of clarification memo/policy related to PI, thesis, and dissertation chair responsibilities. Hanser will send out request for email vote at later date regarding venue of future IRB meetings.		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
1) Hanser will craft initial draft of clarification memo/policy related to PI, thesis chair, and dissertation chair responsibilities.	Hanser	11-16-2022

2) Hanser will send out request for email vote at later date regarding venue of future IRB meetings.		
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Approved by committee/council chair  Yes on