



## Institutional Review Board (IRB) Minutes

Date 11/30/2022 Start Time 3:00 PM Adjournment Time 3:26 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; Dr. David Hale; Dr. Karen Arrant; Ms. Meghan Risinger; Dr. Samuel Shannon; Dr. Arie Spitzfaden; Ms. Summer Moore  |
| <b>ABSENT (EXCUSED)</b> | Dr. Srinivas Garlapati (excused); Dr. Yiting Chu (excused); Dr. Joyce Zhou (excused); Ms. Donna Eichhorn (excused); Ms. Lawanna Gilbert-Bell, Ex-officio (excused); Ms. Judith Naslund, Ex-Officio (excused) |

### Agenda

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|--|---------------------------|-----------------|
| <b>GENERAL ANNOUNCEMENTS</b>   |                           |                 |
| <p>1. Welcome and Call to order by Dr. Hanser.</p> <p>2. The committee did not have a quorum. The dates/times for the IRB meetings were set in August. As a University committee, members need to respect the schedule and the responsibilities of being a member.</p> <p>3. Schedule for Spring 2023: Dr. Hanser will tentatively set the last Wednesday for every month at 3 p.m. for the spring IRB meetings. He will email the schedule to board members and requests that members communicate if they agree with the schedule.</p>  |                           |                 |
| <b>DISCUSSION TOPICS</b>   |                           |                 |
| <p>New Business:</p> <p>1. Review/meeting with PI of IRB 1237. PI was not present to discuss. The committee did not want to postpone the researcher's progress and wait until January for a vote. The members discussed the memo/policy and decided that we should handle this by electronic vote, to be concluded between now and the beginning of the spring semester. Electronic reviews have been conducted during summer months for 9 month/12 month member engagement in the review process. Therefore, due to the lack of a quorum, Dr. Hanser requested Ms. Moore to request any outstanding feedback from board members.</p> <p>2. The researcher will be notified of all board member feedback and Dr. Hanser will conduct an electronic full board review via email prior to the spring semester.</p> |                           |                 |
| <b>CONCLUSIONS</b>   |                           |                 |
| <p>IRB 1237: The committee decision was this proposal #1237 will go through an electronic full board review via email.</p>   |                           |                 |
| <b>ACTION ITEMS</b>  | <b>PERSON RESPONSIBLE</b> | <b>DEADLINE</b> |
| none   |                           |                 |

Approved by committee/council chair  Yes on