



# 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

<b>CHAIR</b>	Greg Smith
<b>SECRETARY</b>	Melissa V. Melancon
<b>ATTENDEES</b>	Members: Scott Baggarly, Kris Bista, Grace Houston, Melissa Melancon, Greg Smith, Matthew Talbert, Carl Thameling Ex-Officio Members' Representative: La Wanna Gilbert Bell
<b>ABSENT (EXCUSED)</b>	Members: Ken Clow, Debra Craighead, John Sutherlin (excused)

## Agenda

<b>GENERAL ANNOUNCEMENTS</b>	
<p>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</p>	
<b>DISCUSSION TOPICS</b>	
<p>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.</p> <p>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.</p> <p>III. Proposal Review Process.          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.</p> <p>IV. Proposal Review          Dr. Jana Sutton An Improvisational Team Approach to Systemic 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</p>	

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.

**CONCLUSIONS**

Melissa Melancon accepted position as secretary.  
Approved both proposals with Murphy proposal pending clarification of equal access

**ACTION ITEMS**

**PERSON RESPONSIBLE**

**DEADLINE**

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

Bell

Approved by committee/council chair \_\_\_\_\_  
Signature Date