



Institutional Review Board

Minutes

Date 12/03/2014 Start Time 12:00 PM Adjournment Time 12:45 PM Location Library 622
 Type of Meeting Regular Special

CHAIR	Gregory W Smith
SECRETARY	Melissa V Melancon
ATTENDEES	Scott Baggarly, Kris Bista, LaWanna Bell, Greg Smith, Matthew Talbert, Ken Clow, Grace Houston, Melissa Melancon, Debra Craighead
ABSENT (EXCUSED)	John Sutherlin, Carl Thameling

Agenda

GENERAL ANNOUNCEMENTS	
Welcome	
DISCUSSION TOPICS	
<p>I. Extra credit policy was discussed. This policy that was created previously will be formatted and posted on the webpage.</p> <p>II. Committee discussed the proposal submission policy. There has been an ongoing issue with principal investigators submitting proposals without being CITI certified. The committee decided that a coversheet for the Proposal Request Form will be revised to include a checklist that will need to be fully completed prior to submitting a proposal. The checklist will include the requirement of CITI certification for all principal investigators and collaborators.</p> <p>III. Proposal Reviews:</p> <p>A. Dr. Sherlyn Powell, "The Effects of Locus of Control on the Self Esteem of individuals with Bipolar Disorder" Comments: The PI needs to complete CITI training. The committee determined that the PI needs to address the following for the proposal: 1) The informed consent needs to be written in layman's terms (i.e. 5th grade level) to ensure participants' understanding. 2) Obtain a letter of support from Monroe Behavioral Health. 3) Summary of Experimental design has an incomplete sentence- see third sentence, "this will be done in order to determine....those with bipolar have a." Please complete this sentence. The committee agreed that the proposal will be approved contingent upon addressing the above items.</p> <p>B. Dr. Jana Sutton -"Family Therapy's Forgotten Paradigm of Schizophrenia: A Historical Reminder with Re-Emerged Exemplifications Revealed in the Phenomenological Experience of Individuals Diagnosed with Schizophrenia" Comments: There was discussion of the discrepancy between the proposal and the introductory letter with regard to the age ranges (20-65 and 18-65 respectively). Committee unanimously approved the proposal.</p> <p>IV. After discussion, the committee determined that meetings scheduled at 11:30am on the 1st Thursday of each month during the Spring semester 2015 will work best for the majority of the committee. The meetings dates were set as follows: Feb. 5th, March 5th, Apr 2nd, Apr 30th (due to school closure conflict).</p> <p>V. Proposal submission deadlines will be set for 1 week prior to each of the above committee meeting dates.</p> <p>Meeting Adjourned at 12:45 PM</p>	
CONCLUSIONS	
The next meeting will be at 11:30am on Thursday, February 5 th in the Academic Affairs conference room LIB640.	

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Follow-up to Dr. Powell's proposal will be handled by email.		

Approved by committee/council chair _____
Signature
Date