



Institutional Review Board

Minutes

Date 04/30/2015 Start Time 11:30 AM Adjournment Time 12:40 PM Location Library 640
 Type of Meeting Regular Special

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

Agenda

GENERAL ANNOUNCEMENTS	
<p>Welcome</p> <p>There were 3 members present including the chair; however, emails from 3 other members were included in the voting to reach a quorum for the 2 proposals under full board review.</p>	
DISCUSSION TOPICS	
<p>I. Assent policy was discussed – There will be further discussion among the entire board via email as to a guideline that investigators may use to include age-appropriate assent protocol in their proposals.</p> <p>II. Proposal Reviews (2):</p> <p>a) Dr. Aimee Galick – IRB603 Dr. Bista moved/ Dr. Houston seconded, to APPROVE the proposal contingent upon the investigator addressing the following recommendations:</p> <ol style="list-style-type: none"> 1) Specify age range, as the proposal states “May-90”m, which is unclear 2) For the Informed Consent for Student Therapist– revise or include a statement that assures there will be “no penalty” if the student declines participation or wishes to stop participation at any time. 3) For the Informed Consent for Clients - include a statement that the client may stop participation at any time without penalty. 4) Assent for participating children needs to be included with the Informed Consent for Clients – a guideline will be provided to the investigator so that the assent protocol is age-appropriate. <p>Voting Result: APPROVED, pending the above items (Votes: 6-FOR, 0-AGAINST, 4-ABSTAINED)</p> <p>b) Dr. Wendel Ray – IRB600 Dr. Houston moved/ Dr. Bista seconded, to APPROVE the proposal contingent upon the investigator addressing the following recommendations:</p> <ol style="list-style-type: none"> 1) The IRB requests assurance that the collaborators have considered the potential safety risks to the investigators associated with visiting the homes of the participants. Furthermore, the Board advises against providing the participants with the co-investigator’s personal contact information, such as home address and personal phone number in the Informed Consent. 2) Assent for participating children needs to be included with the Informed Consent– a guideline will be provided to the investigator so that the assent protocol is age-appropriate. <p>Voting Result: APPROVED, pending the above items (Votes: 5-FOR, 1-AGAINST, 4-ABSTAINED)</p> <p>III. Discussed Summer Availability – Any proposals requiring full board review will be “on hold” until the 1st meeting of the fall semester due to lack of quorum during the summer. The members will be polled via email to determine availability for expedited proposal review during the summer.</p>	

IV. An availability poll will be emailed to the IRB members to decide on regular meeting times for the fall semester. Fall semester meeting schedule will be tentatively established via email. Specific meeting dates will be confirmed at the 1st meeting, at which point proposal submission deadlines will be set for 1 week prior to each committee meeting date.

V. Items for future meeting consideration:

a) Dr. Bista suggested that we discuss having the proposal applicants submit the entire content of their projects in the actual proposal form fields, rather than a reference note of “see attached”, for the sake of review efficiency.

Meeting Adjourned at 12:40 PM

CONCLUSIONS		
Next meeting - TBD.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
I. Assent Policy email discussion III. Poll members for summer availability IV. Poll member for fall semester availability to set meeting schedule	Greg Smith	TBD