

University of Louisiana at Monroe  
Institutional Review Board  
February 9, 2011  
Minutes

Presiding: Dr. Judy Fellows (Chair)

Recorder: Dr. Connie Smith

Members present: Mrs. Sandra Blate (community); Dr. Lynn Clark; Dr. Ann Findley; Dr. Alecia Hibbets (via conference call), Ms. Jessica Lasiter, Dr. Claire Stammerjohan, Dr. Eric Pani (ex-officio).

Excused: Dr. Joydeep Bhattacharjee

Called to order at 11:00 a.m.

- I. Welcome and Announcements
  - A. New policy regarding discussion of proposals of IRB members as the PI.
    1. Any IRB member who has a proposal under consideration will leave the room during all discussion and voting on that proposal.
  
- II. Tabled Proposals
  - A. Proposal from Dr. Joe McGahan
    1. "4<sup>th</sup> JDC Caseflow Management Project" (this was tabled from last meeting pending receipt of official 'Letter of Support', now attached).
    2. Comments: Two support letters received.
    3. Decision: Approved
  
- III. New Proposals
  - A. Proposal from Dr. Jana Sutton
    1. "The Influence of Sexually Based Communication Between Mother and Daughter on the Sexual Behavior and Birth Control Habits of Young Adult Females."
    2. Comments: Faculty member must be listed as Principal Investigator and student as collaborator on Informed Consent.
    3. Decision: Tabled based on the following:
      - a) no protocol for interview questions: would like to see a framework of open-ended questions or probes.
      - b) need clarification of mother's location during the interviewResubmit to Board for review after concerns addressed.
  
  - B. Proposal from Ms. Carolyn Murphy
    1. "Occupational Therapy Assistant Education: Bridging Evidence-Based Practice from the Classroom to the Clinic."
    2. Comments:
    3. Decision: Reviewed and Board determined exempt
  
  - C. Proposal from Ms. Patti Calk
    1. "Incorporating Evidence-Based Practice into Problem-Based Learning in an Occupational Therapy Assistant Curriculum"
    2. Comments:
    3. Decision: Reviewed and Board determined exempt
  
  - D. Proposal from Ms. Monetta Givens

1. "The Examination of Alcohol and Drug Use Among ULM Students"
2. Comments: Has administering this survey electronically ever been considered?
3. Decision: Tabled based on the following:
  - a) Informed consent: Contact OSPR with questions not Dr. Fellows
  - b) Mechanism for certifying that's students are at least 18 years old
  - c) need to address under risk student discomfort in answering sensitive questions in the presence of others
  - d) What is the practice of this organization for administration – can this survey be conducted electronically?
  - e) Need more specific information on how survey will be distributed and collected
  - f) Are there any mechanisms in place for including the on-line student population?
  - g) If conducted in classrooms with faculty collecting response forms, confidentiality of the faculty needs to be certified/signed because they are collecting primary data

Resubmit to Board for review after recommendations/suggestions addressed.

E. Proposal from Dr. Charles Cole

1. "Marital Adjustment Patterns and Processes of Newlywed Couples"
2. Comments: All members of the research team must be listed as collaborators.
3. Decision: Tabled based on the following:
  - a) Research Team members are really collaborators and therefore must complete CITI training
  - b) Informed Consent: Delete Dr. Fellows' name as all IRB information must be processed through OSPR first.

Resubmit to Board for review after recommendations/suggestions addressed

F. Proposal from Ms. Carolyn Murphy

1. "Supervisors' Perceptions of the Characteristics of Successful Fieldwork Students"
2. Comments:
3. Decision: Reviewed and Board determined exempt

G. Proposal from Ms. Patti Calk

1. "Parent-Professional Relationships: How Parents of Children with Special Needs View Their Partnership with Their Child's Team"
2. Comments:
3. Decision: Reviewed and Board determined exempt

H. Proposal from Dr. Lynn Clark

1. "Monroe City Schools Accelerated Reader Impact Study"
2. Comments:
3. Decision: Approved contingent upon receiving letter of support.

I. Proposal from Dr. Laurel Andrews

1. "Evaluation of a Recruitment Service Learning Project in Louisiana High Schools: A Partnership Between the Office of Experiential Education and the Office of Student and Professional Affairs"
2. Comments:
3. Decision: Tabled based on the following:

a) Create generic letter of support that could be mailed to the school ahead of time which school would print on letter head and sign. Presenter would obtain signed document when and keep it with their records.

- J. Proposal from Dr. Harper Gaushell
  - 1. "Exploring the Impact of a systematic Family Therapy Re-entry program on the Recidivism of Institutionally Placed Delinquent Youth"
  - 2. Comments:
  - 3. Decision: Approved
  
- K. Proposal from Dr. Joe McGahan
  - 1. "Susan G. Komen Breast Cancer Survival Research"
  - 2. Comments: Needs to be separated into 2 proposals; must adhere to deadlines
  - 3. Decision: Approved Phase 1 only as expedited review.
    - a. Phases 2 and phase 3 need to be separated into separate proposals and resubmitted for next IRB meeting.
    - b. Phase 2 and phase 3 proposals need to address:
      - 1) Specifics about how participants are recruited for the 2<sup>nd</sup> and 3<sup>rd</sup> phase: how will this sub-sample be chosen? Address this in the Informed Consent
      - 2) Separate identifiers from participants
      - 3) Option to discontinue participation at any time
      - 4) Phone informed consent
      - 5) Protocol or framework for interview questions
      - 6) Proof of CITI training for all investigators
      - 7) Protocol for separating data from identifiers.
  
- III. 12 month Extension Requests
  - A. Proposal from Dr. Robert Hanser
    - 1. "Al's Pals School-Based Drug Prevention Education Program"
    - 2. Comments:
    - 3. Decision: Approved
  
  - B. Proposal from Dr. Robert Hanser
    - 1. "Project HELP"
    - 2. Comments:
    - 3. Decision: Approved
  
- III. Old Business
  - A. IRB Policies and Procedures Changes
    - 1. Review Individual Assignments – Reviewed IRB handbook up to Section VII. Will resume review at next meeting.
  
- IV. Other Business
  - A. The next IRB meeting will be rescheduled from March 16 due to Mardi Gras break
  
- V. Adjourn