



Institutional Review Board

Minutes

Date 09/18/2013 Start Time 12:00 PM Adjournment Time 12:55 PM Location Library 622
 Type of Meeting Regular Special

CHAIR	Connie Smith
SECRETARY	
ATTENDEES	Scott Baggarly, Sandra Blate, Kilian Garvey, LaWanna Bell, Jessica Lasiter, Melissa Melancon, Greg Smith, Claire Stammerjohan, Matthew Talbert
ABSENT (EXCUSED)	John Sutherlin

Agenda

GENERAL ANNOUNCEMENTS	
Welcome	
Next meeting is scheduled for Wednesday, October 9, 2013 in Library 640	
DISCUSSION TOPICS	
<p>I. Proposal Process The committee discussed the current proposal process, and decided that as long as the requests were being reviewed and returned in a timely manner, the process would remain the same. That means that exempt and expedited review projects will be sent to various members for review instead of waiting for a full board review on the next scheduled date.</p> <p>II. Nominations for Vice Chair and Secretary Nominations were solicited for Vice Chair and Secretary for the IRB. Dr. Stammerjohan volunteered to take on the duties of secretary. No nominations have been received at this time for Vice Chair.</p> <p>The Vice Chair will assume the responsibilities of the IRB Chair when the Chair is absent or is an investigator on a research project being reviewed or considered by the IRB. Except when serving as acting Chair, the Vice Chair shall have the same duties and responsibilities as any IRB member. The Vice Chair will assume the role of IRB Chair when the Chair rotates off committee.</p> <p>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. Citi Training Additional CITI training is required for IRB members. Ms. Bell will email all members who need to complete additional training.</p> <p>IV. Proposal Review Dr. Dorothy Schween – “Signals influencing Students to Opt Out of the Louisiana Core 4 Curriculum: A Multiple Case Study Analysis</p> <p>Comments: 1) Need signed letter of support 2) How will the researcher know the students are candidates. Will the school administration be screening these students and referring students to the researcher? 3) How do we know the students the researchers targeting are considering opting out of the Louisiana Core 4? 4) Both interview consent forms state "Signed consent gives permission to contact the school for your demographic information and school performance history". Be specific on what demographic and school performance information the researcher will be requesting in the consent form. 5) Both interview consent forms should state that "the subject may discontinue participation at any time without penalty or loss of benefits to which the subject is otherwise entitled" under the Participation and Withdrawal section.</p>	

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CONCLUSIONS

- 1) Proposal review process will remain the same. It was agreed that monthly meetings will be scheduled on Wednesdays at 12 noon. Ms. Bell will send out a schedule of the monthly meetings.
- 2) Dr. Claire Stammerjohan will be appointed Secretary of the IRB. Nominations for Vice Chair will remain open at this time.

ACTION ITEMS

PERSON RESPONSIBLE

DEADLINE

- 1) Ms. Bell will email all IRB members who need to complete additional CITI training.
- 2) Dr. Schween's proposal will be returned to her so the boards comments/questions above can be addressed.

Ms. Bell