



## INSTITUTIONAL REVIEW BOARD

### Minutes

Date 04/26/2016 Start Time 3:00 PM Adjournment Time 3:51 PM Location Library 640  
 Type of Meeting  Regular  Special

<b>CHAIR</b>	Dr. Greg Smith
<b>SECRETARY</b>	Dr. Scott Baggarly
<b>ATTENDEES</b>	Dr. Scott Baggarly, Dr. Kris Bista, Dr. Debra Craighead, Dr. Srinivas Garlapati, Dr. Grace Houston, Dr. Joe McGahan, Dr. Greg Smith, Dr. Carl Thamelng, Ms. Diana Gooden (Ex-officio)
<b>ABSENT (EXCUSED)</b>	Dr. Leonard Clark (excused), Dr. Ken Clow (excused), Dr. John Sutherlin, Ms. Gilbert-Bell (excused)

### Agenda

<b>GENERAL ANNOUNCEMENTS</b>	
Dr. Smith called the meeting to order at 3:00 p.m. and briefly discussed the meeting's agenda.	
<b>DISCUSSION TOPICS</b>	
<p>I. Dr. Smith asked committee members to email him regarding their availability to review IRB requests during the summer.</p> <p>II. Review of IRB675:          The committee voted to conditionally approve the proposal on a motion from Dr. Houston, seconded by Dr. Thamelng if the following information is provided from the investigator: 1) How the recollection and understanding of the Functional Family Therapy model will be ensured for the participants during the study; 2) How participation will be managed/terminated in the event any of the individual participants decide they wish to stop or if the domestic environment becomes unstable; 3) How will the confidentiality of the family members who were originally part of therapy be protected in the event other family member(s) who were not in the original therapy sessions happen to be present during the interview setting; and 4) How will the safety of the investigator(s) be ensured in the interview setting (e.g. the participants' home).</p> <p>III. Streamlining the proposal submission and review process:          Dr. Smith presented a draft of the revised IRB Request Form and the committee discussed further revisions and ideas to help prevent issues/omissions and further streamline the process. The form and supporting documentation are to be further revised over the summer with plans to release the revised forms in the fall semester.</p> <p>IV. Open discussion:          A concern was voiced that there should be web access to IRB materials. Dr. Smith noted that these items are currently available on the IRB web page.</p> <p>Future Meetings: The next committee meeting will be scheduled at the beginning of the fall semester.</p> <p>The meeting was adjourned at 3:51 following a motion by Dr. Grace Houston, seconded by Dr. Carl Thamelng.</p>	
<b>CONCLUSIONS</b>	
<p>The committee conditionally approved one IRB proposal, contingent upon additional information to be obtained from the investigator. The IRB request form and supporting documentation is to be revised over the summer.</p> <p>The next meeting will be scheduled at the beginning of the fall semester.</p>	

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Follow-up with principal investigators regarding additional information.	Ms. Diana Gooden	06/26/2016
Work on revision of the IRB Request Form and policy development	Dr. Greg Smith	Aug. 2016

Approved by committee/council chair  Yes on 05/03/16