

The University of Louisiana at Monroe  
Institutional Review Board Minutes  
August 15, 2005

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**Members Present:** Jean Low, Sandra Blake, Judy Fellows, David Roane, Abra Watkins

**Members Absent:** Ken Clow (excused), Florencetta Gibson (excused) and Roxann Johnson (excused).

The meeting was called to order by Committee Chair, Jean Low, on Monday, August 15, 2005 at 11:15 P.M. in Library Conference Room 643. The following items were discussed.

**Item 1. Welcome**

Jean Low welcomed all members and thanked them for their participation.

**Item 2. Overview of Guidelines and Policies for University Committees**

The guidelines and policies for university committees, as presented by the provost at the meeting for committee chairs, were presented to the Human Subjects Committee members.

**Item 3. The Request for Review Process**

The request for review process was reviewed by Jean Low. This included the location of forms, required material to be sent to the committee, actions that might be taken by the committee, notification of review, and distribution of materials to committee members, relevant department heads, and the Director of Graduate School and Research.

The committee reaffirmed that all proposed research should be sent to the committee even if it appeared to be exempt. Only the committee could make the decision that research was exempt from ULM Human Subjects in Research policies. It was suggested by Judy Fellows that the Notice of Review Form be modified to include an "exempt" category.

**Item 4. Registration of Institutional Review Board.**

The committee members affirmed that it would be a good idea to register the ULM Institutional Review Board with the Department of Health and Human Services, Office for Human Research Protection. Committee members completed personal information required for the registration form.

**Item 5. Required Training in the History, Ethics, and Nuts and Bolts of Human Subjects Protection.**

The committee discussed the possibility of a required class for graduate student and faculty researchers. Members are looking into possible online courses.

The meeting was adjourned at 12.05 PM.