Institutional Review Board Minutes

Date          Oct. 2, 2017          Start Time          2pm          Adjournment Time          2:30pm          Location          Lib 640
Type of Meeting          _X_ Regular          ___ Special

CHAIR          Carl Thameling
SECRETARY          Debra Craighead
ATTENDEES          Srinivas Garlapati, Carl Thameling, Diana Gooden-Ex-officio, Grace Houston, Judith Kalinich, Ex-officio, Liz LaFitte, Debra Craighead
ABSENT (EXCUSED)          Rick Stevens and Stan Williamson (excused)

Agenda

GENERAL ANNOUNCEMENTS

I. Welcome and call to order.
II. New members Liz LaFitte (joined meeting by conference call) and Judith Kalinich were introduced to the group.
III. Committee members are to email all proposal responses to Dr. Carl Thameling, copy: Vice Chair, Secretary, Diana Gooden & Judith Kalinich—“reply all” to Diana’s request for review.
IV. Each email trail/thread should contain (ref IRB#) in order to document our reviews
V. Next Meeting: November 7, 2017, if needed

DISCUSSION TOPICS

VI. New Business

a. Proposal IRB765 was discussed. The following clarifications are needed: age of participants; number of times survey will be used; age appropriateness of the informed consent; missing Spanish version of assent; questionnaire items may cause participant to feel anxious; possible risk to participants; assent form not appropriate for all ages; need for a Spanish speaking witness to obtain assent of Spanish speaking child; miss-numbering of survey items; explanation of what sensory integration techniques are on consent form. A motion made by Grace Houston and seconded by Srinivas Garlapati to disapprove the proposal as submitted, and return it to the PI for clarification passed unanimously (Y = 4/ N = 0).

b. Committee members were asked to review the Code of Federal Regulations to verify that the following items be documented in meeting minutes: attendance at the meetings; actions taken by the IRB; the vote on these actions, including the number of members voting for, against, and abstaining; the basis for requiring changes in or disapproving research; and a written summary of the discussion of controverted issues and their resolution.

c. The Change of PI form developed by Diana Gooden and Dr. Thameling will be ready for review next meeting.
d. Debra Craighead will follow up with Greg Smith to locate the updated proposal form created by Dr. Kris Bista.

VII. Open discussion yielded no questions or comments.

CONCLUSIONS

ACTION ITEMS

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Template revised 8/14/2017