Institutional Review Board Minutes

Date May 9, 2018  Start Time 2:37pm  Adjournment Time 2:37 pm  Location Sandal 317

Type of Meeting  _X_ Regular  _____ Special

CHAIR Carl Thameling
SECRETARY Debra Craighead
ATTENDEES Carl Thameling, Grace Houston, Judith Kalinich, Ex-officio, Liz LaFitte, Debra Craighead, Davis Hale, Stan Williamson, Yiting Chu

ABSENT (EXCUSED) Rick Stevens and Srinivas Garlapati

Agenda

GENERAL ANNOUNCEMENTS

I. Welcome and call to order.
II. Introductions
III. Announcements/Reminders
   a. Please email all responses to Dr. Carl Thameling, copy: Vice Chair, Secretary Diana Gooden and Judith Kalinich “reply all” to Judy’s request is easiest.
   b. Email trail/thread (ref IRB#) is the best way to document our reviews
   c. Next meeting time
IV. Old Business
   a. Changes to “Request for Review of Proposal Form (RRPF)
V. New Business
   a. IRB Documents created by LaWanna Gilbert-Bell
VI. Open discussion
VII. Adjournment

DISCUSSION TOPICS

Introductions
a. Yiting Chu and David Hale were introduced and welcomed to the group Announcements/Reminders
Announcement/Reminders
a. Next meeting time for 2018-2019 school year was discussed. A morning meeting during University welcome week is planned. Dr. Thameling will notify committee members once a specific meeting time is set.
Old Business
a. Changes to “Request for Review of Proposal Form (RRPF)” continues to be worked on by Ms. LaWanna Gilbert-Bell. She is currently working on a PowerPoint presentation entitled “How to Navigate the IRB Training Process” which will be added to the Office of Sponsored Programs and Research’s IRB webpage.
New Business
a. The committee members were asked to carefully review the IRB FAQs, Children-Informed Consent Policy, Sample Child Assent Form, Sample Consent Form, and Sample Parental Permission Form sent to committee members by Dr. Thameling on May 5th. Dr. Thameling asked that suggestions for document improvement be typed and sent to Ms. Gilbert-Bell. The committee expressed their gratitude for the thorough job done by Ms. Gilbert-Bell on these documents.
Open discussion topics:
New committee members need to complete CITI’s IRB modules. This should include the IRB Reference Resource module. The IRB committee chair Dr. Thameling will explore involvement in the graduate student orientation being developed by Dr. Sushma Krishnamurphy, Dean of the Graduate School.
Committee members available for proposal review over the summer are: Grace Houston, David Hale, Yiting Chu, Liz LaFitte, and Carl Thameling.
Adjourned at 3:32pm

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<th>ACTION ITEMS</th>
<th>PERSON RESPONSIBLE</th>
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Approved by committee/council chair  ☑ Yes  on 5/10/2018