



# Institutional Review Board

## Minutes

Date 01/15/2014 Start Time 12:00 PM Adjournment Time 12:40 PM Location Library 640  
 Type of Meeting  Regular  Special

<b>CHAIR</b>	Connie Smith
<b>SECRETARY</b>	Claire Stammerjohan
<b>ATTENDEES</b>	Scott Baggarly, Sandra Blate, LaWanna Bell, Greg Smith, Claire Stammerjohan, Matthew Talbert
<b>ABSENT (EXCUSED)</b>	

## Agenda

<b>GENERAL ANNOUNCEMENTS</b>		
Welcome		
Next meeting is scheduled for Wednesday, February 12, 2014, 12 Noon, in Library 640		
<b>DISCUSSION TOPICS</b>		
I. Proposal Review Dr. Johanna Boulton--"The Pronunciation of "aks" in Relation to Socioeconomic Status" Dr. Lynn Clark--"Examining Innovation in Experiential Science Education at the Middle School Level" II. Committee Discussions: Nominations for Vice Chair III. Citi Training IV. Monthly meeting dates		
<b>CONCLUSIONS</b>		
I. Dr. Johanna Boulton--"The Pronunciation of "aks" in Relation to Socioeconomic Status" Comments: No participants under 18 will be used. Need to add statement of confidentiality from protocol to consent as well. Decision: Approve contingent upon suggested additions/changes. II. Dr. Lynn Clark--"Examining Innovation in Experiential Science Education at the Middle School Level" Comments: Since students are 12, they are old enough to give assent, therefore an assent form is needed with the same information as the parent informed consent. The parent informed consent needs some updates. Suggested updates include: 1) requesting permission and giving consent versus informing of participation. E.g. "This is to request permission for your child to be part of a study . . ." "I give my consent for my student to participate . . ." 2) Inform the parents that they are also permission for student grades to be used in research. E.g. "In addition, academic achievement, including test scores may be used as part of the quantitative data." 3) On both the parent and teacher informed consent, Change the statement under Risks to read, "Minimal risks are anticipated in this study." Decision: Approve contingent upon suggested additions/changes. III. Proposal review process will remain the same. It was agreed that monthly meetings will be scheduled on the second Wednesday of the month at 12 noon (except May will be the first Wednesday). IV. Nominations for Vice Chair will remain open at this time.		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

<p>1) Dr. Boulton's proposal will be returned to her so the board's comments above can be addressed.</p> <p>2) Dr. Clark's proposal will be returned to her so the board's comments above can be addressed.</p>	Ms. Bell	
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