



INSTITUTIONAL REVIEW BOARD

Minutes

Date 10/20/2015 Start Time 3:00 PM Adjournment Time 4:00 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. Ken Clow, Dr. Debra Craighead, Dr. Srinivas Garlapati, Dr. Grace Houston, Dr. Joe McGahan, Dr. Greg Smith, Ms. Diana Gooden (Ex-officio)
<b>ABSENT (EXCUSED)</b>	Dr. Kris Bista (excused), Dr. Leonard Clark (excused), Dr. John Sutherlin, Dr. Carl Thameling (excused), 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>The committee reviewed the following proposals:</p> <p>IRB-636: This proposal was conditionally approved following a motion by Dr. Houston which was seconded by Dr. Clow. The following conditions must be satisfied: 1) Interview questions must be provided for the committee's review; 2) In order to protect participants' confidentiality, code numbers rather than initials should be used to code the data; 3) The assent form needs to be revised using terms that a 12 year-old could understand (verbal assent is acceptable for 12-13 year-olds if appropriately documented); 4) The assent information should inform the child that they may decline to participate even if their parents granted permission; 5) The time of participation needs to be clarified (2 hours total or 2 hours per month); 6) Participant age ranges should be edited to be consistent throughout.</p> <p>IRB-637: This proposal was conditionally approved following a motion by Dr. Craighead which was seconded by Dr. Clow. The following conditions must be satisfied: 1) Remove Date of Birth field from demographics and replace perhaps with Age to further ensure confidentiality; 2) Remove Address from demographics; 3) Due to the potentially sensitive nature of the study questions, IRB recommends going beyond providing counseling contact information by revising the procedure to include actually offering to arrange for counseling; and 4) Add to informed consent wording that informs that it is permissible for participants to leave the room if uncomfortable.</p> <p>IRB-638: This proposal was conditionally approved following a motion by Dr. Houston which was seconded by Dr. Clow. The committee's approval is contingent upon the following: 1) Missing items in the proposal form must be completed; 2) The Informed Consent Form must be clearly titled as such; 3) The specific demographic questions must be provided to the committee for review; 4) The informed consent form must be edited to include the required basic elements; 5) The issue of extra credit for participation must be clarified and must conform to the University's Extra Credit Policy.</p> <p>IRB-639: This proposal was conditionally approved following a motion by Dr. McGahan which was seconded by Dr. Garlapati. The committee's approval is contingent upon the following: 1) A duration of participation must be added to the Informed Consent Document; 2) Clarify that three questionnaires are to be completed rather than one; and 3) The issue of extra credit for participation must be clarified and must conform to the University's Extra Credit Policy.</p> <p>IRB-640: This proposal was incomplete and was tabled until an Informed Consent Form is provided for the committee's review.</p>	

IRB-641: This proposal was conditionally approved following a motion by Dr. Houston which was seconded by Dr. Magahan. The committee's approval is contingent upon the following: 1)The specific demographic questions must be provided to the committee for review; 2) The informed consent form must be edited to include risks/benefits and confidentiality; and 3) Short answer questions should be added to the list of question types included in the questionnaires.

IRB-643: This proposal was unanimously approved following a motion by Dr. Houston which was seconded by Dr. Clow.

IRB-644: This proposal was conditionally approved following a motion by Dr. Clow which was seconded by Dr. Garlapati. The approval is contingent upon the following: 1)Demographic questions must be provided for the committee's review; 2) The Informed Consent Form should be clearly identified as such; 3)The issue of extra credit for participation must be clarified and must conform to the University's Extra Credit Policy.

**OTHER BUSINESS**

On a motion by Dr. Houston which was seconded by Dr. Clow, the committee unanimously voted to recommend that the Psychology Program review the requirements for the Research Participation Pool.

**CONCLUSIONS**

The committee reviewed eight proposals which required full board review. One proposal was given full approval, six proposals were conditionally approved, and one proposal was tabled. The next meeting is November 17 at 3:00 p.m. in Library 640.

**ACTION ITEMS**

**PERSON RESPONSIBLE**

**DEADLINE**

Follow up with principal investigators regarding unreconciled issues

Ms. Gilbert-Bell and Ms. Diana Gooden

11-17-15

Forward committee's recommendation to the Psychology Program

Ms. Gilbert-Bell and Ms. Diana Gooden

11-17-15

Approved by committee/council chair  Yes on 10/20/15