IRB Meeting Minutes, October 16, 2013
Gardner 156, 3:00 pm

Members present: Barnet, Chen, Dreessens, Hu, Riedle, Scaife, Shiverick

Members absent: Benish, Dutelle (interim ex-officio), Mendis, Short, Yang

Meeting called to order by chair at 3:05 pm.

1. Motion to approve minutes from September 18, 2013 meeting with corrections proposed by Shiverick, seconded by Dreessens. All member in attendance vote to approve.

2. Shiverick volunteers as notetaker.

3. Barnet gives summary of protocol update: 14 protocols (all approved or awaiting changes, no continuations, 3 modifications).

4. Review of Revised IRB Manual:
   • Proposed changes approved: p. 7 D. Class Materials; p. 17 section 2(a); p. 31, Sample included; p. 32, line for child's name included on consent form.
   • Riedle proposes including a sentence to section D.5 on p. 22 of the IRB Manual: “Include description of material not already described in section D.4.”
   • Barnet proposed motion to approve Revised IRB Manual with proposed change. Scaife seconds the motion. All members vote to approve.

5. Other
   (a) Full Board Protocol Review
   • Riedle informs committee of upcoming protocol from psychology student working in a nursing home, assisting with an existing study, who wants to study music therapy in sample of seniors with dementia for behavioral research project. Legal guardians will have to provide signed consent for dementia patients.
   • Barnet proposes Full Board Review for December IRB meeting. December and November meeting will be combined if no other items for November agenda.

(b) Question about Reviewing Protocols
   • Shiverick asks about review for incomplete protocols: “Is reviewer to instruct PIs (or sponsors) in how to complete the protocol correctly?"
   • Barnet proposes evaluating submission in terms of feasibility and risks to participants and providing editorial comments at the end of the review. Incoherent sections should be returned to the PIs and sponsors to be rewritten.

8. Meeting adjourned 3:27 pm.