Members present: Barnet, Dreessens, Hu, Riedle, Shiverick, Short, Yang
Members absent: Benish, Chen, Dutelle, Monhardt

Guests Present: Anfang, Stinson

Meeting called to order by chair at 3:03 pm.

1. Shiverick volunteers as notetaker.

2. Review of Protocol update. Motion to approve minutes from December 18, 2013 and January 22, 2014 meetings proposed by Riedle, seconded by Shiverick. All members in attendance vote to approve motion.

3. IRB Full Board Protocols.

A. 2013-14-27 Dieckman/Stinson. Dr. Stinson representing Danielle Dieckman. Motion for conditional approval upon the following changes to be reviewed by IRB chair proposed by Short, seconded by Yang. Members vote unanimously to approve.
   - Letter with principal approval on school letterhead to be provided by Dieckman.
   - Copy of script (in English) that principal will use to explain study to parents needed.
   - Copy of written assent form or script used to obtain assent from participants.
   - Revised protocol to include greater description of the type of service learning, demographic information about students, assignment to experimental condition, and clarification of questions to be assessed by interview or survey (with Likert scale).

B. 2013-14-34 Anfang/Stinson. Sheila Anfang provided an overview of the rereading study with kindergarteners. Discussion followed.
   - Change start date to “upon approval”.
   - PI to share overall study findings with parents.
   - Copy of letter from principal provided to IRB chair.
Motion to approve proposed by Riedle, seconded by Dreessens. Members vote unanimously to approve.

C. 2013-14-37 Holbrook/Burton Researchers not in attendance. Discussion of protocol followed. More description needed in proposal, clarification requested on several points:
   - Title page: Change Start Date to “Upon Approval”
   - Part I.A.&B. Description of background research, including citations. Clarification of research questions and hypotheses.
   - Part I.C. Description of grades and ages of participants
   - Appendix I & II. More description needed on principal letter and parent letter.
   - Appendix III. Clarification of questionnaire, question 6, 8 and proofreading. Description of resources made available to students.

4. Meeting adjourned 3:48 pm. Next meeting March 12. /sms/