IRB Meeting Minutes, September 18, 2013
Gardner 156, 3:00 pm

Members Present: Barnet, Chen, Dreessens, Dutelle (interim ex-officio), Hu, Riedle, Scaife, Shiverick, Short

Members Absent: Benish, Mendis, Yang

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

(1) Meeting minutes from April 17th and May 13th approved.

(2) Riedle nominates Barnet to continue as IRB Chair. All members vote to approve and Barnet accepts chair position. Shiverick volunteers as notetaker.

(3) Barnet provides protocol update for 2013-2014 (5 new protocols, 2 continuations, 2 modifications) and describes summary of Provost’s report for 2012-13 (67 expedited reviews, 5 full board reviews, 1 waiver).

(4) Membership change approved by faculty senate replaces member from School of Education for Industrial Engineering member.

(5) Dutelle will serve as Interim OSP director through June 2014; national search to be conducted for OSP director early in 2014. Concern with Pre-award, Post-award compliance; IRB, ACUC reporting.

(6) Revisions to IRB Manual:
   • Barnet removed redundant hyperlinks throughout the manual.
   a. Discussion of Class Assignment (p.7);
      • Is review necessary for PACCE projects?
      • Scaife proposes rephrasing bullet points in negative. Shiverick proposes moving the statement, “If any of the above is not true, then a UW-P IRB protocol is required.” from below to the top of that section. Elaborate on “If you have any questions…”
      • Riedle pointed to an inconsistency on p. 19 and 28, and suggested that researchers be required to provide participants either with the debriefing form or short form with contact information. In addition, p. 18 should be changed to indicate that, “participants will be given a copy of the consent form if requested.’ The top of the Consent Form on p. 32 should also be changed to, “…no more than minimal risk.” A space for child’s name needs to be included on Parent Consent form (p.33).

(7) Meeting adjourned 4:35. Next IRB meeting scheduled for October 16.