Members present:
Corinne Enright, Joan Riedle, Jennifer Snoek-Brown, Jason Thrun and Amanda Trewin

Members absent:
Dee Bernhardt, Jill Clough, Sara Davis, Kathy Lomax and Irfan Ul-Haq

I. Choose Chair and Secretary for 2007-08 Academic year
Jennifer Snoek-Brown and Joan Riedle agreed to co-chair the committee during Fall 2007. Jennifer will continue as chair in Spring 2008.

Amanda Trewin agreed to be secretary for the 2007/08 academic year.

II. IRB appointment letters
Appointment/commitment letters were distributed at the meeting. Those present signed the commitment contract. Amanda delivered those to Liz Schaal (Provost’s office). Letters were sent to those members that were not present.

III. Schedule IRB meetings for Fall 2007 Semester
There were very few times available for meetings based on teaching schedules of IRB members. Meetings were set for 8:00 on the second Thursday each month. Meetings will be on 9/13/07, 10/11/07, 11/8/07 and 12/13/07. Meetings will be held in Karrmann 212.

IV. IRB Training for new members
On-line training is available for new members. Please refer to http://www.uwplatt.edu/sponprog/irb.html IRB Manual and http://www.cancer.gov Human Participant Protections Education for Research Teams for training. There may be another site for on-line training. Kathy Lomax will be contacted later to obtain appropriate website information for this additional training.

V. Tasks for Fall 2007 Semester
a. Aurora Research Ethics Day-September 19, 2007
Aurora Health Services is sponsoring a seminar called "Aurora Research Ethics Day: Everyday Research Ethics," on Wednesday September 19th. Registration is due by 9/10/07. The Provost’s office is willing to pick up expenses for IRB members that would like to attend. More information can be found at www.aurorahealthcare.org/irb.
b. PRIM&R Conference Report
Amanda Trewin and Joan Riedle attended the PRIM&R (Public Responsibility in Medicine & Research) Conference in May 2007. They will report information that they learned at a later meeting.

c. George Smith’s Final Report not posted on web
The final report for the study title “Why Freshman Fail” was not posted on the University’s website because IRB approval for the project had not been obtained by the researchers.

d. IRB member training
In addition to on-line training, we decided it would be helpful to develop better training procedures for our members. Jason Thrun asked if we could go through a sample protocol and discuss feedback and actions that would be appropriate as IRB reviewers. We decided this was a good idea. This will be done at the next meeting (9/13/07).

e. Membership
Included with the IRB appointment letter was a page that indicated criterion for membership. It indicated that we need 9 faculty (with staggered terms and attention to gender equity in membership, including one faculty member from each college and one member of the Academic and Institutional Research Committee with recommendation that there be a member of the Psychology Department and the Department of Industrial Engineering), 1 academic staff, 1 Health Services representative, 1 community member and the Director of Sponsored Programs (ex-officio)

At present we do not have a Health Services representative. It was decided that we would evaluate membership criterion at a later meeting. We also decided to discuss later whether or not the committee is too large. When dropping off the signed commitment contracts with Liz Schaal, she pulled up the Employee Handbook. The Employee Handbook 2007-08 also defines the composition of the Review Board. It indicates that we need 9 faculty (with 3-year staggered terms, and attention to gender equity in membership, including one faculty member from each college and one member of the Academic & Institutional Research Committee, with the recommendation that there be a member from Psychology and Industrial Engineering), 1 academic staff, 1 community representative, appointed by the committee and the Director of Sponsored Programs (ex-officio). The Employee Handbook does not mention needing a Health Services representative.

Current membership includes:
Dee Bernhardt (Community representative)
Jill Clough (EMS, industrial engineering)
Membership will be discussed further at the next meeting (9/13/07).

f. IRB Manual revisions
During the Spring 2007 semester, IRB procedures were called to question by Faculty Senate. At Faculty Senate it was decided that our procedures were appropriate. We did agree to make modifications to our IRB Manual to make it clearer and easier to understand. This year we need to make these revisions. They included adding definitions and adding examples of projects that were and were not research.

g. IRB-SOTL Form Discussion/Revisions
We also agreed to provide a simpler form for SOTL research (refer to f-above). We put an initial SOTL form on-line in Summer 2007. So far we have had one applicant use this form without any problems. We need to review and finalize this form as a committee this year.

h. Presentation to Faculty Senate-Spring 2008
Upon completion and acceptance of the IRB Manual revisions and the IRB-SOTL Form revisions, IRB should return to Faculty Senate to present our procedures. This is an FYI to the senators and will not be voted upon.