IRB Meeting, September 16, 2009
Ullsvik 1510, Foundation/Alumni Conference Room, 3pm
Minutes

Present:
IRB Members: Barb Barnet, Chair, Kathy Lomax, Florence Omachonu, Sean Shiverick, PB Ravikumar, Joan Riedle, Chanaka Mendis and Dee Bernhardt

Expected Absences: Yuanyuan Hu, Irfan Ul-Haq, Steven Benish and Vickie Dreessens

1. Minutes 4/15/09
   Minutes were approved by consensus.

2. Elect Chair – Barb Barnet will continue to serve as Chair

3. Elect Secretary – Dee Bernhardt will continue to serve as Secretary.

4. News & Announcements
   a. Protocol Update: This year 5 protocols have been completed and 1 is currently under review and in 2008-2009 a total of 64 protocols were submitted and reviewed.
   b. Meetings this year: Oct. 21, Nov. 18, Dec. 16, Jan. 20, Feb. 17, Mar 7, Apr 21, May 19
   c. Welcome of new members: Florence Omachonu & Sean Shiverick

5. Member List – The list was distributed and there were no corrections.

6. Member Handbook
   a. Copy for each member – Copies were distributed to all present.
   b. Add to website – This could be helpful for new members, and online updates would be easier to make. A concern was raised that individuals coming to the site might mistake it for the IRB manual, so we agreed it should be embedded at least one level for clarity. For example: Click on IRB Board Members’ Info and find it there.

7. Mentors for new members
   New members were instructed to go on the website for training. All were reminded to give a copy of the training certificate to Kathy Lomax upon completion and to keep a copy for their own professional development file.
   Protocols sent to new members will also be sent to their mentors, so that they can talk it through with someone. Several members also mentioned that the checklist in the handbook is very helpful in reviewing protocols.
   a. Florence: Barb Barnet will serve as a mentor.
   b. Sean: Joan Riedle will serve as a mentor.

8. Request for Continuation/Modification/Termination Form –
   The draft form was distributed and approved. Some comments:
   - If there are major changes, a new protocol will need to be submitted. Chair will ask for this where necessary.
   - We determined that we probably won’t need the termination option, but we’ll include it to be consistent.
   - People will know continuation dates from response letter. Chair will send reminders.
   Kathy Lomax has a chart by year; we could include “contact OSP if needed.”
   - Kathy Lomax raised the question of the need for follow-up reports for our files. She will check on that and get back to us.
9. **Spell Check**
   If spelling errors affect the meaning, we will require them. If not, we will point them out.
   IT does not have an answer for how to allow spell-check on our current form.

10. **Conflicts of Interest Discussion**
    - If any member of the Board gets a protocol where a conflict of interest occurs, notify
      the Chair immediately and return the protocol to her.
    - See first page of the handbook for a list of conflicts.
    - We need to respect the 10-day window on replying to protocols, so be prompt.
    - We should send a protocol back to the chair if an adverse relationship exists with a
      student researcher.
    - Don’t forget to use the check-list that is in the handbook to help expedite the review
      process.

11. **Other?**
    The question was raised about how many full-board reviews we have had to do. We only
    did one last year.

12. **Adjournment**
    PB moved to adjourn.
    Florence seconded.
    Meeting was adjourned at 3:50 p.m.

**NEXT MEETING:** Wednesday October 21, 2009 at 3:00 p.m.

Respectfully submitted by Dee Bernhardt, October 14, 2009