IRB Meeting Minutes April 20, 2011
Gardner 447, 3:10 pm

Members present: Barnet, Dreessens, Hu, Ravikumar, Riedle, Shiverick, Ul-Haq

Absent: Benish, Bernhardt, Lomax, Mendis, Omachonu

Agenda:

1. Approve minutes from March 23rd.
   • Ravikumar moves to approve, Hu seconds the motion.

2. Protocol Update
   • Two new submissions under review
   • Five more submissions expected from Riedle’s BR students

3. Reviewing Electronic Submissions
   • Ravikumar asks whether response form is included electronically
   • Barnett confirms it is included with email to reviewer, and it is acceptable to write handwritten comments and return to chair by campus mail

4. Summer Plans
   • Work on the website to make it more accessible for researchers
   • Work out bugs on electronic submission form, increasing space in text boxes and signature lines for multiple researchers
   • Create electronic version of teaching improvement form
   • Create checklist for researchers, with steps for obtaining approval
   • Create an outline of the IRB manual to make it easier to use
   • Add missing standard operating procedures (SOPs) to the handbook
   • Homework for committee members: take a look at the website and offer suggestions for how to streamline presentation

5. Flyer for IRB approval
   • Distribute to new faculty in summer orientation
   • Distribute across campus every couple of years

6. Summer Schedule
   • Members should let chair know of availability over the summer

No meeting in May unless we receive a submission requiring full board review

Meeting convened at 3:32 pm.