Members present: Barnet, Bernhardt, Chen, Hu, Riedle, Absences: Dreessens, Benish, Lomax (ex officio), Mendis, Omachonu, Shiverick, Ul-Haq

Agenda:
1. Approval of minutes – January 25, 2012
   Tabled until next meet due to low attendance
   See protocol update document dated 1/31/12. Of note, Protocol 16 was withdrawn.
3. Electronic Forms
   Highlights from our discussion:
   - Shall we separate the signature page?
     Hao can work on getting the spaces on the doc to expand as text is added, so this may not be necessary. He will get back to us next meeting.
     IT has told Barb that we might lose the electronic signatures if the boxes expand.
   - Mac & PCs are not working well together. Mac users cannot re-translate back to PC-readable.
     Hao will investigate the issue and try to fix the form.
   - Overall, the electronic process has been working very well.
   - On the Teaching Improvement Form (used for simple projects)
     Phone needs to be added to PI & Sponsor information
     All page numbers need to be verified.
     “UWP” needs to be expanded to UW-Platteville.
     Status, Expected Review level, and number of copies to submit can be deleted.
     B1. Revise second sentence to read: “Attach a copy of the materials (survey, questions, interview questions, etc.) you will use.”
     D3. Is there a text box provided for the information requested?
     D5a. Delete the first sentence. Add “individually identifiable information” after the word “include” in the second (now first) sentence.
     D5c. Delete ”very” in the first sentence.
     D6. Change the tense in the 2nd paragraph to “will be” on the second line and “is” on the third line.

Respectfully submitted by Dee Bernhardt 4/18/12

Next meetings: 4/18, 5/6