



**Enrollment Services and Graduate Studies**  
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## MEMORANDUM

To: Institutional Review Board  
From: Sara E. Connor  
Date: October 15, 2002  
Subject: Minutes of the September 25, 2002 IRB meeting

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The Institutional Review Board met at 3:30 p.m. in the Board Room of the Administration Building. Those in attendance: Sara E. Connor (chair), Eunice Bell, Patti Brandt, Marilyn Buck, Mark Finlay, Kim McCallie, Janice Powell and Alex Thompson.

- I. Election of Vice-Chair: The Institutional Review Board elected Dr. Bob Lefavi as Vice-Chair.
- II. Alex Thompson provided IRB training. She asked that everyone complete the required online training (course #1 in *Manual for Institutional Review Board Members* handed out at meeting).

The meeting was adjourned at 4:30 p.m.

SEC:srm/10152002