Institutional Review Board meeting  
February 2, 2011  
President’s Board Room –Burnett Hall

• Call to order 3:02 PM  
• Members present: Joyce Bergin, Trish Coberly-Holt, Sean Eastman, Mark Finlay, John Kraft (chair), John Markham, Delana Nivens

• The minutes of 1 December 2010 were approved without change.
• Dr. Kraft presented the latest version of the IRB webpage.  
  o The Policies and Procedures Manual is now online.  
  o Links to meetings/agendas/minutes are now on the webpage.  
  o It was noted that the IRB webpage is difficult to locate within the AASU website, and there was an exchange of ideas about ways in which to make it easier for faculty, staff, students and accrediting bodies to find, such as providing direct links on “academic resources” and “current students” pages.  
  o The IRB application is now available as a fillable online form.
• There was discussion about what needs to be done to update some of the IRB forms.  
  o Dr. Bergin distributed some sample forms (Pupil permission for Assessment, etc), providing examples of appropriate wording and format. Keeping the forms as simple as possible should be an important guiding principle.  
  o Dr. Kraft suggested that he and Dr. Bergin work together on ways to produce generic forms.  
  o Father Markham noted that “authority to assent” laws aren’t uniform across disciplines.  
  o Dr. Kraft indicated that he would work on relevant Social Science forms, and work with Donna Brooks on Health Science forms.
• There was discussion about why the HIPAA form is on the website. Nobody on the current board seemed to know. Father Markham suggested asking the Chief Compliance Officer at Memorial.
• Dr. Bergin suggested the possibility of including a FERPA form online.
• Criteria for exempt status: Dr. Coberly-Holt is to review and verify whether the listed criteria are up-to-date. She is also to determine why “multiple project exempt status” is different from “single exempt.”

The meeting adjourned at 3:32 pm.