Minutes of the IRB meeting, 10/6/11  Burnett Hall Boardroom

Members present:  John Markham, Trish Coberly-Holt, Greg Wimer, Delana Nivens, Zaphon Wilson, John Kraft, Sean Eastman

Dr. Kraft called the meeting to order at 1 pm and distributed the agenda.

Dr. Kraft distributed the Yearly Report of the IRB, summarizing the work done by the IRB between August 2010 and July 2011. He also distributed a list of the applications the IRB received in that time frame. Dr. Kraft mentioned that neither IRB meeting minutes nor the yearly report are available online at this time, but will be posted soon.

Dr. Kraft distributed a memo regarding some changes to IRB membership rules, effective AY 2011-2012; in particular IRB members will be appointed for three year terms by the Vice President of Academic Affairs, in consultation with the Deans of Colleges. Additionally, an alternate will be identified to stand in place of the IRB member not otherwise affiliated with the university as necessary.

Dr. Kraft distributed the “Annual Update or Completion Report for IRB Projects” form. This form was last revised in 2006 and the IRB was tasked with updating the form as necessary. Some simple changes were suggested during the meeting. Dr. Kraft mentioned that this form needs to be completed by researchers yearly, and reapplication is necessary to continue research beyond one year.

A common meeting time for the IRB was discussed briefly; Nancy Gunter will be in contact with members regarding finalization of a meeting time. It’s likely that IRB meetings will be held during the second week of each month.

Dr. Kraft distributed a list of applications received since August 2011. As well, new applications were assigned to Drs. Wimer, Holt, Wilson and Eastman.

There was a brief discussion of the IRB website, which will ultimately reside on the Academic Affairs webpage. Dr. Nivens requested that clearer links to the training site be made.

Dr. Markham inquired as to whether IRB information was made available during new student orientation. Dr. Kraft responded that this is typically done at the departmental and program levels.

Dr. Wimer inquired about time frames regarding application submissions and turnaround times. Brief discussion ensued, and specifics can be found in the policy manual.

The date and time of the next IRB is not yet set.

The meeting adjourned at 1:40 pm.

Respectfully submitted,

Sean Eastman