INSTITUTIONAL REVIEW BOARD
Meeting Minutes for December 1, 2010
3 p.m. in Burnett Hall’s Board Room

Present: Joyce Bergin, Donna Brooks, Sean Eastman, Mark Finley, and John Kraft (chair),
Excused: Patricia Coberly-Holt, John Markham, Delana Nivens, Sara Plaspohl, and Jane Wong,

The chair called the meeting to order at 3:07 p.m. The minutes of the previous meeting were reviewed for approval. Dr. Brooks requested that one sentence be removed because it was extraneous. The minutes were corrected as Dr. Brooks requested. The minutes were approved unanimously.

The chair requested that Dr. Bergin to present the IRB Policies and Procedures Manual. Dr. Bergin stated that she had made all corrections and additions as she had been directed by the IRB members, following their reviews of the manual. She then directed the members to the final page of the document where under Section XI, she suggested a correction. Dr. Bergin asked that one portion of a sentence that dealt with reporting injuries beyond the university be removed. The members agreed that the correction should be made. Dr. Brooks suggested that an additional sentence be added to clarify final reporting at the administrative level. The members approved the correction. The new sentence reads as follows: It will be the responsibility of the Vice President of Academic Affairs to make any additional administrative notifications. Following these corrections, the manual was approved unanimously.

The chair reported that he is continuing to work on pdf versions of the IRB forms. He distributed copies of the first page of the IRB Application form that now requires a dean’s signature as well as submission of a copy of the certificate signifying that the applicant has completed the NIH web-based training course, “Protecting Human Research Participants.” The chair stated that he will notify the campus through appropriate venues that these new requirements will go into effect on January 1, 2011.

The chair asked members to secure samples of consent forms from across different disciplines and be prepared to share them at upcoming meetings. Eventually, the chair and the members will develop samples of consent forms to share with researchers via the IRB web page.

The IRB goals for next semester are (1) develop the IRB forms and (2) get the IRB web site up and running.

Having no additional business, the chair adjourned the meeting at 3:30 p.m.

Respectfully submitted by,

Joyce W. Bergin

Joyce W. Bergin, Ed.D.