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|  **AGENDA & NOTES** |
| Name of Committee:Institutional Review BoardMembers: Patricia Ayers, Matthew Fall, Kali Majumdar, James Owens, Katrina Steinsultz, Matthew Van Cleave, Melinda Wilson, Kari Richards, Susan JepsenAlternates: Anna Mitterling |
| Committee Members Present: Jim Owens, Matthew Van Cleave, Patti Ayers, Matthew Fall, Kari Richards, Susan Jepsen, Mindy Wilson, Kali Mujumdar , Anna Mitterling (called in)Committee Members Absent: Katrina Steinsultz |
| Date: April 12, 2018 | Time: 2:00pm – 3:00pm  | Room: ADM 200 |

| **Agenda Item** | **Discussion** |
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| Approval of the March 2, 2018 minutes | All approved. |
| Proposal to Conduct HSR at LCC forms  | * Supports for Veterans in Higher Education: CHAT and the Predictors of Student Veteran Resource Centers on Student Veterans’ Sense of Community (John Christman)
	+ The committee determined that the project may not meet both conditions for exemption criteria 2 and requested some additional information.
	+ Specifically, the committee would like to better understand the methodology and risks associated with the potential for a subject or the subject’s remarks to be recognized, as stated in the informed consent.
	+ Does the protocol related to CHAT include a review of behavior from the video beyond the content of the responses and if a subject is identified, could the results increase risk for subject’s future employability or reputation?
	+ In addition, the committee requested the informed consent to be written for the LCC population by reducing the reading level and explaining terms like “object of activity.”
	+ Voting yes: N/A
	+ Opposing votes: N/A
* Examining Success and Comfort Levels of Military Veteran Students Diagnosed with Posttraumatic Stress Disorder: A Quantitative Casual-Comparative Study (Jane Bauer)

The committee is unclear if the subjects are only military veterans or a combination of veterans and non-veterans? If they are including students who are not veterans, please include an additional resource such as a hotline (like 211) as a resource in the informed consent. * + Define PTSD and anxiety in the Informed Consent.
	+ Voting yes of conditional approval until we see the updated Informed Consent form: Patti, Jim, Kali, Mindy, Susan, Kari, Matt V.
	+ Opposing votes: none
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| Presentation on PD Days | * Jim and Matt F. have put together a presentation for Professional Development days. The slides are in the “Training and Presentations” folder on SharePoint. We will have a 50-minute IRB session on May 15 from 1pm – 1:50pm in A&S 228.
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| Other items/next meeting | * Forms:
	+ Matt sent the Informed Consent Checklist to the group this morning. We will include this in the LCC IRB Quick Reference Guide.
		- Add reading level and the LCC-IRB contact information to the Informed Consent Checklist.
	+ Proposal to Conduct HSR at LCC form
		- Question #5 – We are not getting the answers we intended. We are essentially trying to get a protocol. Have the protocol provided in a separate document.
		- The Yes’s need to be explained, as well as the No’s.

This is Kali’s last IRB meeting. Adjourn the meeting at 2:05. |