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| **AGENDA & NOTES** | | |
| **Name of Committee:Human Subjects Institutional Review Board (HSIRB)**  Members: Patricia Ayers, Matthew Fall, James Owens, Katrina Steinsultz, Matthew Van Cleave, Melinda Wilson, Kari Richards, and Susan Jepsen  Alternate: Anna Mitterling  Community Member: Renee Brown | | |
| Committee Members Present: Patricia Ayers, Matthew Fall, Katrina Steinsultz, Matthew Van Cleave, Melinda Wilson, Kari Richards-by phone, and Susan Jepsen  Committee Members Absent: Renee Brown, Anna Mitterling, and James Owens  Guests: Sally Pierce and Carlotta Walker | | |
| Date: May 3, 2019 | Time: 11am – 12pm | Room: ADM 200 |

| **Agenda Item** | **Discussion** |
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| Approval of the March 1, 2019 minutes (4/5/19 mtg was canceled) | * The 3-1-19 Agenda & Notes were approved. |
| Discuss Proposal for Exemption from Dr. Carlotta Walker. | * Group discussion with Dr. Carlotta Walker regarding her HSIRB research application. * Determined that the project is exempt per category 2 (45 CFR 46.104). * Exemption is contingent upon approval of the Benedictine University IRB. |
| Discuss research being done by LCC employees (faculty or staff) on other LCC employees (faculty or staff). | * Is it possible (or even desirable) to have a general policy in place for the LCC-HSIRB on this topic?   + This discussion is focusing on the internal researcher vs external researcher   + Types of concerns from previous discussions     - Confidentiality is different when internal       * researcher may know identity of participants         + Bias may occur during research         + Potential for harmful effects outside of research     - HSIRB members may know the researcher which might bias their decisions       * Is information not included in the application allowed to affect HSIRB decision?         + Needs to be determined on a case-by-case basis         + Internal vs. External application should not affect HSIRB functions – to protect human subjects in research projects         + Application process establishes the parameters HSIRB needs to review       * How can we ensure we are not approving by person instead of the research?         + Part of the HSIRB administration and training to be aware of this potential bias and work against it     - To flatly disallow LCC employees to do research on other LCC employees brings a pre-existing bias into the HSIRB review process and should not happen   + Application question #6 addresses the conflict of interest potential     - If power dynamics are not addressed well in the application the HSIRB will ask follow up questions     - The researcher can to speak to the potential issue and solution     - If applicant does not see the power structure it is the board’s responsibility to inform them   + Suggestion: Have a sample document ready for applicant review     - Would detail answers to questions on the application and some thought processes involved   + Suggestion: Create a preamble for the HSIRB Proposal to Conduct Human Subjects Research at LCC application     - Explain the review process for non-exempt projects might take several months to complete     - Mention that an example application document can be requested     - Suggest that research should attend a HSIRB meeting previous to submitting their proposal application * Bringing in other information during the research proposal review is what the HSIRB is charged to do.   + This committee is required to be from varied backgrounds to ensure many ways of looking at a project, and its potential effect on human subjects, are represented |
| IRB Proposal form - LCC –in process | * Due to the Revised Common Rule that went into effect January 21, 2019 we will need to change many IRB documents.   + Large project will require several steps to complete   + Drafts will be sent via email for review and feedback outside of this meeting |
| Other items/next meeting | * Revised Common Rule Citi Training over summer.   + Request that all HSIRB members complete this training   + This training should also be sufficient as a refresher course * Members requested to check their email over the summer so that any time sensitive issues can be discussed via email.   + Items that should not wait until September to address * Next meeting is September 6, 2019, 11-12pm in ADM 200 |