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| **MINUTES** |
| **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, Susan Jepsen**Alternate:** Anna Mitterling**Community Member:** Renee Brown |
| **Committee Members Present:** Patricia Ayers, Renee Brown, Matthew Fall, James Owens (phone), Katrina Steinsultz, Matthew Van Cleave, Melinda Wilson, Kari Richards (phone), and Susan Jepsen (Phone)**Committee Members Absent:** None**Guests:** Marianne Croze, Karen Hicks, and Amy Stoakes |
| Date: October 4, 2019 | Time: 11am – 12pm | Room: ADM 200 |

| **Agenda Item** | **Discussion** |
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| **Approval of the September 6, 2019 minutes**  | * The September 6, 2019 minutes were approved.
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| **Cardio Exercise Before Exam Project** | * Submitted survey edits requested from September 6, 2019 HSIRB meeting were reviewed.
* Discussion:
	+ Guests Marianne Croze, Karen Hicks, and Amy Stoakes attended for board discussion
	+ Meaning of multiple methodologies was clarified as describing the possibility that varied course instructors would require their student participation of the research project in different manners
		- Some would be required for credit
		- Others would not be a required element in their courses but a voluntary option
	+ Guests clarified that doing the Cardio before an exam is always separate from participating in the survey and that all faculty participating in the research only used one methodology
	+ Survey wording had been modified to emphasize the voluntary nature of the research and participation in the survey
	+ Guests recommended that a checklist for all outstanding requirements in a research proposal be used as part of HSIRB communications with researchers
		- A task checklist given from the HSIRB to the researcher after the first review of the submitted proposal
		- The bullet points in the official letter received after a HSIRB meeting would still be helpful for documentation purposes
* Motion made to approve the project with the submitted modifications
* **Project approved with annual review as listed:**
	1. Health and safety issues logged and reported to the HSIRB
	2. Assurance from researcher regarding continued use of one methodology by all participants
		+ This can be accomplished by an email from the researcher to the HSIRB stating that all participating faculty have been notified and trained as needed to assure they understand and use the same methodology
			- Notification by researcher to faculty, regarding the methodology, can be sent as a group communication with faculty replying they agree to adhere and understand the methodology
	+ The two above conditions can be considered met with an annual email to the HSIRB
		- Next researcher email requested prior to the HSIRB October 2, 2020 meeting
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| **Motivational Instructional Technique Research Proposal**  | * HSIRB reviewed submitted edits to the Proposal: The effect a motivational instructional technique has on a student’s self-efficacy and success for students enrolled in integrated reading and writing courses at Lansing Community College
* Discussion:
	+ The HSIRB appreciates the work put into updating the Informed Consent document but feels it is still at a reading level that is too high for the proposed research subjects
		- The Flesch-Kincaid grade level is at 9.9 but the reading ease of the document also plays a factor and is in the 40s.
		- Definitions, within the document for some terms such as self-efficacy, should be included
		- Consistent use of terms “success” and “retention” within the document
			* The title of the research uses “success” but the Informed Consent talks about “retention,” these terms are not synonymous
		- Some paragraphs of information can be deleted to keep the key information clear and help with reading ease
	+ HSIRB, to expedite the process, would like to make available 2 or 3 representatives to meet with the researcher outside of the general meeting time and go over the consent form editing requests
		- This would be an informal work session with the intent of helping the researcher and reducing tension that can occur due to sending emails/letters back and forth about information more quickly disseminated in person
		- HSIRB Secretary, Terri Christian to reach out to the researcher and, if the researcher is amenable, coordinate a time and place to meet – this could be a phone conference call or face-to-face meeting
* HSIRB agrees that, once the Informed Consent is updated, the proposal is approved for exemption 45 CFR 46.104(d)(3)
	+ Approval of the Informed Consent can happen outside of a regularly scheduled HSIRB monthly meeting
		- After meeting with HSIRB members to discuss the Informed Consent the researcher will re-submit the revised form
		- The form will be sent via email for HSIRB members to approve or comment upon
	+ After approval of the Informed Consent an exemption letter will be sent to the researcher
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| **Certification/training requirements for primary investigators** | * HSIRB determined that a minimal amount of training needs to be completed by the primary researcher for a proposed project to be approved or considered exempt.
* Minimal training is defined as one of the following three options:
1. Citi Training for investigators – either of the two course modules listed below:
	1. Group 2: Social, Behavioral, Educational Researchers
	2. Group 3: Students
2. Free training found at: https://acrpnet.org/2018/09/24/acrp-announces-free-human-subject-protection-and-ethics-training-for-clinical-researchers/
3. Training provided by home institution of the investigator
* Minimal training will be proven by submitting a Certificate of Completion, from any of the defined training options, to the HSIRB
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| **Other items/next meeting**  | * Adjourned meeting at 12pm
* Next meeting is November 1, 2019, 11-12pm in ADM 200
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