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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, Susan Jepsen  Alternate: Anna Mitterling  Community Member: Renee Brown | | |
| Committee Members Present:  Committee Members Absent:  Guest: | | |
| Date: February 7, 2020 | Time: 11am – 12pm | Room: ADM 200 |

| **Agenda Item** | **Discussion** |
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| Approval of the November 1, 2019 minutes  12/6/19 meeting cancelled |  |
| Proposal submission from Jerelyn Smith, RDH, MSDH: The Benefits of Huddles in Dental Hygiene Education | * Discussion |
| Discuss researcher guidelines | * Discuss draft procedural workflow for researchers * Discuss draft example for Informed consent and other documents   + Challenge to get low Flesch-Kincaid grade levels on consent forms * Discuss template samples |
| Other items/next meeting | * Next meeting is March 6, 2020, 11-12pm in ADM 200 |