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| **AGENDA & NOTES** |
| Name of Committee:Human Subjects Institutional Review Board (HSIRB)Members: Patricia Ayers, Susan Jepsen, Matthew Fall, James Owens, Kari Richards, Matthew Van Cleave, and Melinda Wilson. Alternate: James IveyCommunity Member: Renee Brown |
| Committee Members Present: Committee Members Absent:  |
| Date: December 4, 2020 | Time: 11am – 12pm | Room: Via WebEx |

| **Agenda Item** | **Discussion** |
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| Approval of the November 6, 2020 minutes | * Minutes approved.
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| Review Form for Project Annual Updates | * Discussion of draft form in handout packet.
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| Common Language/Confidentiality Statements for Surveys | * Discussion of updated forms from last meeting.
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| Next Steps: | * On Hold: Once confidentiality statement and process are approved HSIRB determined three steps needed:
	+ Come up with wording for a formal statement
		- Will post on website
		- Not a formal policy but rather a resource for LCC
		- Projects not going through IRB can still be directed to the website and requested to use it
	+ Present proposed statement to Provost Sally Welch for review
	+ Present final statement to Academic Senate
		- Mindy will request it put on agenda when we are ready
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| Other items/next meeting  | * Meeting Adjourned at \*
* Next meeting is scheduled February 5, 2021, 11-12pm via WebEx
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