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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 Ivey  Community 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. |
| Review Form for Project Annual Updates | * Discussion of draft form in handout packet. |
| Common Language/  Confidentiality Statements for Surveys | * Discussion of updated forms from last meeting. |
| 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 |
| Other items/next meeting | * Meeting Adjourned at \* * Next meeting is scheduled February 5, 2021, 11-12pm via WebEx |