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| **AGENDA & NOTES** |
| **Name of Committee:Human Subjects Institutional Review Board (HSIRB)****Members**: Patricia Ayers, Matthew Fall, Susan Jepsen, James Owens, Kari Richards, Katrina Steinsultz, Matthew Van Cleave, and Melinda Wilson, **Alternate:** Vacant**Community Member:** Renee Brown |
| **Committee Members Present:** Patricia Ayers, Renee Brown (phone), Matthew Fall, Susan Jepsen (phone), James Owens, Matthew Van Cleave, and Melinda Wilson**Committee Members Absent:** Kari Richards and Katrina Steinsultz |
| **Date: February 7, 2020** | Time: 11am – 12pm | Room: ADM 200 |

| **Agenda Item** | **Discussion** |
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| Approval of the 11/1/19 minutes - 12/6/19 meeting was cancelled | * The November 1, 2019 minutes were approved.
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| Proposal submission from Jerelyn Smith, RDH, MSDH: The Benefits of Huddles in Dental Hygiene Education | * Preface: Researcher submits this as a first draft of the proposal
	+ She has completed the recommended CITI training
	+ She is looking for some research mentorship
		- Melinda Wilson volunteered to be available to Jerelyn
* Edits to submission
	+ Spend more time reviewing for spelling and typos throughout all the documents
	+ Proposal
		- Item #1 – lower case h for huddle in the research title
		- Item #5 - define what a huddle is
		- Item #6 – due to checking “Yes” as a LCC employee need to complete the item by adding a short statement explaining measures taken in the study to address any issues with power dynamics that could compromise the consent of the human subjects.
			* This can be a very short statement
			* It is understood that in this case there should be no power dynamic issues, however a sentence is still required to complete the item
		- Item #9 – add that the flash drive would be locked up to ensure data security or discussion about how the data itself if secured.
		- Item #10 - change requested Exemption Category
			* Researcher requests Exemption Category #3
			* Upon review HSIRB determines this project would fall under Exemption Category #2, subset 1
	+ Informed Consent
		- Last sentence of paragraph 4 should be reworded, use of “collaborated” seems incorrect
		- Paragraph 5
			* Spell out Human Subjects Institutional Review Board instead of existing initials
		- Correct contact email address
		- Add a sentence regarding the completion of the survey signals the participant’s acceptance of this consent form
	+ Survey Questions
		- Matt Fall has several general comments he will discuss with the researcher in regards to the survey structure and question order
			* Part of the survey administration would entail keeping responses anonymous
	+ Researcher will be emailed the comments here for use in their proposal revisions
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| Discuss researcher guidelines | * Discussion regarding handout of procedural workflow for researchers
	+ Request for addition of examples, regarding project close out, of what a notification to the HSIRB could look like
	+ General group consensus that this document can be posted on the LCC HSIRB website
* Discussion of Flesch-Kincaid grade level requirements for consent forms
	+ Challenge to get 9th grade Flesch-Kincaid grade levels on consent forms, meet all of the requirements for the consent form, and still have a readable document
	+ Matt Fall will contact Matt Lemon regarding a possible crosswalk of accuplacer testing and the Microsoft Word Flesch-Kincaid grade level tools
		- Intent is to learn what setting the general LCC student population reading level would be on a Flesh-Kincaid standard
		- This would help the HSIRB determine a measuring point for future consent forms when being given to students
		- Could also help determine if another tool should be used in place of the Flesh-Kincaid standard
	+ Board determined that the consent form reading grade level will need to be determined on a case by case basis, per the study group involved
* Discussion of template sample handouts
	+ Huge array of possibilities for templates
		- Very dependent on research type
	+ Determined that examples, in place of templates, will work to help researchers understand HSIRB expectations of proposal and supporting documentation submissions
	+ Handout of Project Example #1 is approved and can be used
		- Will create other examples to add to reference materials for researchers
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| Other items/next meeting  | * Meeting adjourned 11:30am
* Next meeting is March 6, 2020, 11-12pm in ADM 200
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