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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. |
| 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 |
| 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 |
| Other items/next meeting | * Meeting adjourned 11:30am * Next meeting is March 6, 2020, 11-12pm in ADM 200 |