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| **AGENDA & NOTES** | | |
| Name of Committee:Human Subjects Institutional Review Board (HSIRB)  Members: Patricia Ayers, Matthew Fall, James Owens, Matthew Van Cleave, Melinda Wilson, Kari Richards, Susan Jepsen  Alternate: James Ivey  Community Member: Renee Brown | | |
| Committee Members Present: Kari Richards, Matt Fall, Jim Owens, Matt VanCleave, Mindy Wilson, Patty Ayers, Susan Jepson, Renee Brown  Committee Members Absent: Terri Christian, James Ivey | | |
| Date: September 4, 2020 | Time: 11am – 12pm | Room: Via WebEx |

| **Agenda Item** | **Discussion** |
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| Roundtable/Check-in | * Everyone gave an update * Kari mentioned that she might not be able to join as an adjunct for now she will follow-up and let us know. She was present only long enough to let us know. |
| Approval of the March 6, 2020 minutes | * Minutes approved without changes. |
| Review Active Research Projects | * Go over Project Log   + We should reach out to non-online survey projects that may have been impacted by COVID to see if they changed their project |
| Impact of COVID-19 on research, particularly research design | * Discussion * Data collection for interviews and qualitative research may trigger some of the new exemption/data protection rules from the updated common rule. * Should we pursue FWA? Or for the few items we may run across, should we just contract it?   + Most federally funded grants require this if your project design requires IRB review   + Matt F. and Terri will bring some info and this needs to be an agenda item in October   + Jim is going to see if there is a module available in Citi and send it to everyone if there is   + Matt F. to check for any nice weblinks that help to understand what this would take |
| Next Steps: | * Reach out to non-online survey projects to see if changes were made due to COVID.   + Create draft contact statement for this contact for group review * Add “Should the LCC HSIRB pursue FWA?” as an agenda item for October.   + Matt Fall, Jim and Terri to investigate and bring information to the group during October meeting |
| Other items/next meeting | * Next meeting is scheduled October 2, 2020, 11-12pm via WebEx * 9/21/20 UPDATE: October 2 meeting rescheduled to Monday 9/28 from 3-4pm via WebEx due to time restrictions on upcoming research project put forward for review. |