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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, Matthew Van Cleave, and Melinda Wilson.Alternate: James IveyCommunity Member: Renee Brown |
| Committee Members Present: Renee Brown, Patricia Ayers, Matthew Fall, Susan Jepsen, James Owens, Matthew Van Cleave, and Melinda Wilson. Committee Members Absent: James Ivey and Kari Richards.Guests: Kelli Hatfield and Larissa Miller. |
| Date: September 28, 2020 | Time: 3pm – 4pm | Room: Via WebEx |

| **Agenda Item** | **Discussion** |
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| Approval of the September 4, 2020 minutes | * Minutes approved without changes.
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| Review of Hatfield Research Project | **Academic Success Coaching with Populations of High School Students that Attend Community College Full-time.*** Project discusses both exempt category 1 and 2, however HSIRB determines only category 2 applies.
* Interview questions and their sensitivity discussed.
	+ Some of the answers to the open-ended questions may touch sensitive areas
		- Concern that the interviewer has been trained to help, or refer student to help, if responses require it
	+ Kelli, the interviewer, served as the director for HSDCI and has been trained to respond to students
		- If personal narratives arise Kelli is familiar with the laws and procedures needed
* Vote taken regarding project.
	+ All approved exempt 2 status
* Formal letter from LCC HSIRB to be sent to Kelli later this week.
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| Review of Miller Research Project | **Compassion Fatigue and Nursing Faculty: Factors Influencing Role Retention or Attrition*** Principal Investigator Certificate
	+ Dated prior to the changes to the common rule, still acceptable or is more training required?
	+ The main changes to the common rule were for exempt work, this is not exempt
	+ HSIRB determined that for this project the current certificate is applicable and no further training for the PI is needed at this time
* Clarified some wording on the recruitment tool.
	+ Researcher will correct
	+ Minor changes that will not delay this review
* Side Note: The Concordia University of Chicago IRB’s Institutional Review Board Application form has an excellent series of questions regarding the conflict of interest issue.
	+ Proposed that the LCC HSIRB look at revising their application and using Concordia’s questions as a model.
* Concordia University of Chicago will be the lead IRB in this project.
	+ Any project issues will be communicated to both Concordia and LCC
	+ Larissa will get a close out letter from Concordia and forward to LCC upon research completion
* Vote taken regarding project.
	+ Unanimous, research approved
* Formal letter from LCC HSIRB to be sent to Larissa later this week.
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| Annual Update of Cardio Exercise before Exam | **Email submitted by researcher and reviewed by committee*** Received short email from primary investigator Mari Croze.
	+ 2599 students participated in the AY 2019-2020 research
	+ No incidents to be reported for this time period
* Discussion from group that we should develop a formal template for researchers to use when giving project updates.
	+ Submitted email was accurate but only two sentences long
* We will develop something between meetings for future template.
	+ Susan can find template and send
* The update is adequate and no further action is needed from the researcher at this time.
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| Review of Trellis Research Project | **Fall 2020 Student Financial Wellness Survey*** All MI community colleges, except for 3 of them, are participating.
* Trellis is a solid partner.
	+ Reviewed last year’s report and found it fantastic
	+ Survey conducted through a site that will security participant anonymity
	+ Delete raw data after 10 years from survey implementation
	+ LCC will get aggregated data back from survey
* Proposal looks professional and well laid out.
* Vote taken regarding project.
	+ Unanimous, research approved
* Formal letter from LCC HSIRB to be sent to Larissa later this week.
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| Should the LCC HSIRB pursue FWA? | **Discussion of pursuing a Federal wide Assurance (FWA) for the Protection of Human Subjects at the LCC HSIRB*** FWA [FAQ link](https://www.hhs.gov/ohrp/regulations-and-policy/guidance/faq/assurance-process/index.html) to be resent and looked at again by the group.
* This is a part-time IRB and there is a lot of effort involved maintaining this.
	+ Signatory official training
	+ Annual agreement and every 2-3 years more work
	+ Will have a formal audit process
* More training may be needed.
* Matt has a Provost Cabinet conversation regarding grants in general.
	+ After this meeting will know if more interested in FWA
* Does give an IRB a higher level of credibility with the government.
* Request group to research more background information on this and send what is found to everyone via email between meetings.
* Will come back to this discussion during the November meeting.
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| Common Language/Confidentiality Statements for Surveys | **Discussion*** Moved to November 6, 2020 Agenda due to time constraints.
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| Next Steps: | * Formal letters out to Hatfield, Miller and Trellis research projects.
* Revise HSIRB Project Proposal form to incorporate conflict of interest questions similar to those found in Concordia College form submitted by Larissa Miller.
* Develop template for researchers to use when submitting annual updates of projects.
	+ Susan has a template in mind and will send for future review
* Resend FWA link to group: [FAQ link](https://www.hhs.gov/ohrp/regulations-and-policy/guidance/faq/assurance-process/index.html).
	+ Also posted in the HSIRB SharePoint site
* Group requested to investigate FWA background information and send out what they find to everyone for information.
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| Other items/next meeting  | * Adjourned 3:58pm
* Next meeting is scheduled November 6, 2020, 11-12pm via WebEx
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