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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: Patricia Ayers, Renee Brown, Susan Jepsen, Matthew Fall, Matthew Van Cleave, and Melinda Wilson.  Committee Members Absent: James Ivey, James Owens, and Kari Richards. | | |
| Date: November 6, 2020 | Time: 11am – 12pm | Room: Via WebEx |

| **Agenda Item** | **Discussion** |
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| Approval of the September 28, 2020 minutes | * Minutes approved. |
| Creating a Form for Project Annual Updates | * Review information from Susan Jepsen.   + Very complicated but as an example it shows who’s involved and what a structure could look like   + All understand the one submitted will need trimming * Susan will revise the form and resubmit for next meeting. |
| Continue, “Should the LCC HSIRB pursue FWA?” Discussion | * Main reason to pursue an FWA is to meet potential grant qualifications. * December Strategic Grant Planning meeting in ELT.   + Matt will attend an have a better idea of the scope and direction LCC is thinking of pursuing   + If ELT takes a different direction for grants will let this group know * This is an institutional decision but they will defer to our HSIRB recommendations.   + Will require institutional investment in time, money and resources * Can hire an outside IRB is need oversite of one with FWA.   + Expensive, expect around $5,000.00 per project   + At this time would be cheaper to hire than pursue on our own * Determined not to pursue an FWA at this time but will come back to if the situation changes. |
| Common Language/  Confidentiality Statements for Surveys | * Discussion – moved from the September 28 meeting agenda due to time constraints. * Background: Want to establish best practices for all surveys, even those that LCC produces that are not required to have IRB approval.   + One item is that, if it is the intent, all surveys should have a confidentiality statement and describe ways in which privacy is protected * Group determines 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     - Need us as a group to come up with the wording * Matt will clean up what has been worked on and add processes to it for review at the next meeting. |
| Review proposed updated HSIRB proposal form | * Discussion on presented document. * Terri will make discussed edits and send by email for final group vote before posting on website. |
| Next Steps: | * Susan will revise the Annual Project Update form and resubmit for next meeting. * Matt to work on existing common language/confidentiality statements, as well as add process to it for review at next HSIRB meeting. * Terri will revise HSIRB project proposal form and post final version after group reviews by email. |
| Other items/next meeting | * Meeting Adjourned at 11:45am. * Next meeting is scheduled December 4, 2020, 11-12pm via WebEx |