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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: Patricia Ayers, Renee Brown, James Owens, and Matt Van Cleave. Committee Members Absent: Matthew Fall, James Ivey, Kari Richards, Susan Jepsen, and Melinda Wilson. |
| Date: December 4, 2020 | Time: 11am – 12pm | Room: Via WebEx |

| **Agenda Item** | **Discussion** |
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| Approval of the November 6, 2020 minutes | * Minutes were not approved.
* Did not reach quorum so minute approval moved to next meeting.
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| Review Form for Project Annual Updates | * Discussion of draft form in handout packet.
* Need to establish a policy set that can be applied on a research by research basis of when a researcher should check-in with the HSIRB.
	+ Both for approved research projects and exempt projects.
	+ Ethical obligation of this HSIRB to the community, even on exempt projects, to have some contact and oversight of active projects.
* Side note: For reference purposes will send out group email with a recent Exemption Letter attached.
	+ Can see exemption wording for project end date and request they apply for extensions if they must continue past the approved end date.
* Document approved without revisions.
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| Common Language/Confidentiality Statements for Surveys | * Discussion of updated forms from last meeting.
* Will discuss at next meeting – information from Matt Fall pending.
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| New Business | * None.
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| Next Steps: | * Once confidentiality statement and process are approved HSIRB determined 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
* Will email recent Exemption letter out to HSIRB for reference of how approval end dates are used.
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| Other items/next meeting  | * Meeting Adjourned at 11:15am.
* Next meeting is scheduled February 5, 2021, 11-12pm via WebEx
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The following individuals have been designated to handle inquiries regarding the nondiscrimination policies: Equal Opportunity Officer, Washington Court Place, 309 N. Washington Square Lansing, MI 48933, 517-483-1730; Employee Coordinator 504/ADA, Administration Building, 610 N. Capitol Ave. Lansing, MI 48933, 517-483-1875; Student Coordinator 504/ADA, Gannon Building, 411 N. Grand Ave. Lansing, MI 48933, 517-483-1885; Sarah Velez, Human Resource Manager/Title IX Coordinator, Administration Building, 610 N. Capitol Ave. Lansing, MI 48933, 517-483-1874; Christine Thompson, Student Title IX Coordinator, Gannon Building, 411 N. Grand Ave. Lansing, MI 48933, 517-483-1261.