# Agenda - Draft

Human Subjects Institutional Review Board (HSIRB)

September 3, 2021 from 11am – 12pm, ADMN 200 and Webex

## Committee Members:

Patricia Ayers, Matthew Fall, Susan Jepsen, Patricia McKay, James Owens, and Melinda Wilson

## Alternates:

Maryetta Dombrowski and Alicia Juskewycz

## Community Member:

Renee Brown

## Members Present:

## Review approval to conduct continuing research for the Cardio Exercise Before Exam study.

* 1. Discuss submitted annual renewal information from researchers
     1. Researchers attending meeting to answer any questions
  2. Vote on approval of name change and continuation of project.

## Approval of the May 7, 2021 and March 5, 2021 Minutes

* 1. No Quorum for May 7, 2021 meeting, therefore March minutes need approval as well

## Welcome New Members to HSIRB

* 1. Maryetta Dombrowski, Alicia Juskewycz, and Patricia McKay
  2. Members received updated contact information for their HSIRB Quick Start Guides
     1. Electronically with meeting packets
     2. Hard copy at meeting or campus mail afterward

## Proposal Review Checklist – Discussion

* 1. Board Packet included reference examples to aid discussion

## IRB Policy moves to Standard Operating Procedure

* 1. Review IRB existing policy and update vocabulary – will then format to Standard Operating Procedure for LCC

## Common Language/Confidentiality Statements for Surveys – status update

* 1. HSIRB approved final wording.

Your privacy is important to Lansing Community College. Any identifiable information from your response(s) will be anonymized and will be removed from the data set once analysis is complete.

This survey will use the following methods for data storage and protection: [Researcher to insert survey specific information here]

If you have any questions about this research study and/or survey please contact

[insert name, title, LCC division or program, email and/or office phone number here].

* 1. Next steps identified:
     1. Present proposed statement to Provost Sally Welch for review
     2. Present final statement to Academic Senate
        1. Mindy will request it put on agenda when we are ready
     3. Post on HSIRB website

## Action Items

## Other items/next meeting/meeting adjourned

* 1. Next meeting is scheduled October 1, 2021, 11-12pm ADMN 200 and via Webex