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| **AGENDA & NOTES - DRAFT** |
| 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, Matthew Fall, Susan Jepsen, James Owens, Matthew Van Cleave, and Melinda Wilson Committee Members Absent: Kari RichardsGuest: Researcher, Karow Gordon from Kansas State University |
| Date: March 5, 2021 | Time: 11am – 12pm | Room: Via Webex |

| **Agenda Item** | **Discussion** |
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| Review Project submitted for approval byKarow Gordon | * Project Title: The Relationship between Non-cognitive Skills and the Academic Achievement of African American Males in Community Colleges
* Requested Karow revise his wording on the consent form, removing the description “administrator in a community college” in order to avoid possible unintentional bias in answers from respondents.
* Questions discussed
	+ There are some clarity issues but changing them would be a challenge
		- The form is a variation of an original created and published by Dr. Sedlacek
		- Changing wording could change longitudinal data collection accuracy
		- Outside of HSIRB purview, friendly discussion
		- Karow has already defended his proposal successfully and changes would delay the project
	+ Follow up research to add questions might be a good idea
* Why go for approval vs. exemption?
	+ Should be able to fit under exemption #2
	+ Karow’s home university, Kansas State University, recommended going with full approval
	+ Does not hurt to go through a full IRB review, if approved would not require ongoing oversight
* Jim moved to approve and Susan seconded.
* Project approved, deferring to ongoing oversight from the Primary IRB at Kansas State University.
* Next Steps for researcher:
	+ Receive a letter from us with official approval
	+ Receive Provost approval to contact students.
	+ Receive a contact list from the Center for Data Science (CDS).
* Karow plans on sharing his results with this IRB.
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| Approval of the November 6, 2020 and December 4, 2020 minutes  | * Note: February 5, 2021 Meeting cancelled.
* Jim motioned to approve, Melinda seconded
* Minutes approved.
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| Review Exemption Request from Lori Tucker | * Project Title: Community College Student Persistence in the Online Learning Environment
* Can an interview be behavioral intervention?
	+ This would determine if this project is Exempt under Category 2 or 3
	+ 45-minute interviews could lead into personal conversations during the back and forth discussion
		- Someone trained in behavioral interventions might accomplish that during this time
	+ Intervention does not need to be a strict experiment with a control group
		- It can even be defined broadly to include teaching methods of coping to the subjects
	+ The submitted questions are not particularly sensitive
	+ The researcher is not intending any intervention
* May have to define some of the wording of the questions during the interview, depending on the target audience.
	+ Request researcher will give several opportunities for interview to request question clarification
* Resolved that the Research is exempt under category #2.
	+ Contingent upon the exemption from Walden University, which is the IRB of Record for this project.
* Exemption letter to be sent to researcher.
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| Common Language/Confidentiality Statements for Surveys | * Reviewed document.
* Need to add a statement for when no identifying information is being collected.
* Edit line to read: We will use every attempt to make your data confidential.
* May have to have a statement for surveys going out that are not anonymous
* Will email HSIRB for review.
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| HSIRB Continuing Review Form | * Matt Fall had some edits on original submission. Re-submitting final form for HSIRB review/approval.
* Group reviewed and accepted the form.
* Will add to templates on website.
* While reviewing the form Melina created a document with several links to other IRB templates.
	+ Group is interested in this information
	+ Will be posted on the HSIRB SharePoint site
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| Action Items | * Exemption letters to researchers of projects discussed during this meeting.
* Post HSIRB Continuing Review Form on LCC IRB website.
* Edit the Common Language/Confidentiality statement
	+ Add a statement to use for surveys that are not collecting any identifying information
	+ May have to have a statement for surveys to use that are not anonymous
	+ Email HSIRB for their final approval.
	+ Then proceed with next steps listed in following section of these minutes.
* Post information collected by Melinda regarding IRB Templates on the HSIRB SharePoint site.
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| Next Steps: | * On Hold: 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
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| Other items/next meeting Meeting adjourned at 12pm | * Announcement: Approval for Larissa Miller’s project, Compassion Fatigue and Nursing Faculty: Factors Influencing Role Retention or Attrition, was extended until March 15, 2021 per her email request. She did not have enough time to collect all her data by the original December 31, 2020 end date.
* Jim motioned to adjourn, seconded by Susan.
* Meeting Adjourned at 12pm
* Next meeting is scheduled April 2, 2021, 11-12pm via WebEx
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