# Minutes

Human Subjects Institutional Review Board (HSIRB)

September 3, 2021 from 11am – 12pm, ADMN Board Room with Webex option

## Committee Members:

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

## Alternates:

Maryetta Dombrowski and Alicia Juskewycz

## Community Member:

Renee Brown

## Participating:

Patti Ayers\*, Renee Brown\*, Maryetta Dombrowski\*, Matthew Fall, Susan Jepsen\*, Alicia Juskewycz\*, Patricia McKay\*, James Owens, and Melinda Wilson.

## Guests:

Researchers, Karen Hicks and Amy Stoakes.

\*Via webex attendees that will need to be mailed hard copies of updated information or new HSIRB Quick Reference Guide information. Patti, Susan, Pat, Mary, Alicia, Renee.

## Returning and New Member Introduction.

* 1. Group introduced themselves and their interest/experience in HSIRB.

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

* 1. Researcher Amy Stoakes gave an overview of the study with input from fellow researcher Karen Hicks.
		1. Noted that this study was initiated before the LCC HSIRB was established
		2. Has updated project forms many times to insure working with both HSIRB and the Federal Mandates the HSIRB must follow
	2. Discussed if it is time to move beyond the study element and into implementing it as a tool for LCC Students.
		1. Researchers agree it is a good tool and have been trying to get the word out about it, however are planning on continuing their research at this time
		2. Karen Hicks mentioned they would like to see it institutionalized at a future point
	3. HSIRB determined that the proposed methodology change (more rigorous testing) should be submitted as a different study and not an update of the existing one.
	4. **Current submitted project not approved for continuation, needs the following items to proceed**:
		1. HSIRB to find existing consent form, currently nothing in HSIRB records , researcher will send if they are able to find as well
			1. HSIRB will send researcher a generic consent template for reference, not required to be used but has some wording that may prove useful
		2. If needed update confidentiality statement on consent form, the fact the survey is online means cannot 100% guarantee identity protection
		3. If needed add a health warning on consent form, current statement is a hold harmless for LCC but does not mention potential risks involved to study participants
	5. **Current submitted project items that do not need changes before proceeding are:**
		1. Requested project Name Change and adding assessment data is approved for project continuation without changes
		2. Updating documents for ADA accessibility is part of project plan and does not need to be completed before resubmitting project for continuation
	6. **Researchers will also plan on submitting a proposal for a new project that continues this work but uses a different methodology.**
	7. ***THANK YOU*** to our researchers for participating in today’s HSIRB meeting.
	8. HSIRB will send a follow up letter within 10 business days to the researchers.

## 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.
	2. Both the 5/7/21 and 3/5/21 meeting minutes were approved with no objections.

## Proposal Review Checklist – Discussion

* 1. Board Packet included reference examples to aid discussion, as well as information submitted by Melinda Wilson to the HSIRB SharePoint site.
	2. Discussion of HSIRB duty to establish the quality/benefits of a research project as part of protecting human subjects:
		1. Scientific design is not the same as the merit of the project
			1. Can quickly devolve to a philosophical argument which is out of the HSIRB purview
				1. HSIRB main purview is to protect confidentiality, safety, and health of the research subjects
				2. If harm is possible to a subject, such as if doing medical research a cost benefit analysis is required
			2. Can be argued that academic benefit is always possible
		2. This HSIRB has purposely not examined project benefits/merit before but that does not preclude doing so in the future
			1. If the HSIRB adds a “benefit” portion to our review we will need to be very specific in what we are asking our project applicants to supply
		3. If we start evaluating research merit we will need a larger group of people making up our HSIRB
			1. More detailed review time
			2. More expertise on specific research design
	3. If the HSIRB starts using a checklist to review projects it would be important to add the checklist to the website so that applicants can see what they are being assessed on.
	4. Discussion can be continued both at the October meeting and prior to it via email. A determination will need to be made for future project reviews.
		1. Need exists to define and document the boundaries within which the IRB judges “scientific merit.”

## IRB Policy moves to Standard Operating Procedure

* 1. Review IRB existing policy and update vocabulary – will then format to Standard Operating Procedure for LCC
		1. Given as an informative item to the HSIRB, but is an administrative function
			1. Matt and Terri will reformat existing document to meet LCC SOP standard form
		2. Revision required to clarify what policies the LCC Board of Trustees needs to oversee and what operating procedures do not need their direction

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

* 1. HSIRB previously 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. Concern that this language needs to be updated with a statement that whenever an online survey is used it is impossible to give 100% guarantee identity can be protected.
		1. Will refine wording through email before next meeting
	2. Next steps identified:
		1. Get HSIRB approval of final statement
		2. Present proposed statement to Provost Sally Welch for review
		3. Present final statement to Academic Senate
			1. Mindy will request it put on agenda when we are ready
		4. Post on HSIRB website

## Action Items

* 1. Create and distribute HSIRB letter to researchers regarding the continuation of the Cardio Exercise Before Exam Study (new title: Cardio Exercise and Student Success).
		1. Deadline for completion is 9/20/21
	2. Matt and Terri to reformat existing IRB policy into LCC SOP format
	3. Email discussion by HSIRB prior to next meeting regarding:
		1. Refine confidentiality wording for online survey portion

## Future Agenda Item:

* 1. Revisit LCC Checklist
		1. Melinda to refine existing drafts and present at a future time

## Other items/next meeting/meeting adjourned

* 1. Meeting adjourned at 12:15pm with no objections.
	2. Next meeting is scheduled October 1, 2021, 11-12pm

*Respectfully submitted by HSIRB Secretary Terri Christian*

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