

Minutes – draft

Human Subjects Institutional Review Board (HS-IRB)

January 17, 2025, from 9:10 – 10am, ADM 105 with Webex Guest Option

Members Present F2F:

Heather Bunce, Matt Fall, Kali Majumdar, Louise Simon, and Melinda (Mindy) Wilson.

Requested Action Items

All HS-IRB Members

- Complete [OHRP Educational Training](#), Lesson 1, and send certificates to Terri (christt4@star.lcc.edu).
- Come prepared to discuss the training experience.

Mindy

- Create a Star article to promote CITI awareness.
- Schedule and get on the Academic Senate agenda after website updates are completed.

Jim

- Continue working with HR on training integration.

Matt

- Retake the CITI Student training and report recommendations for future use at the next meeting.

Terri

- Update Website with meeting recommendations and updated downloadable forms.
 - Request link in Employee eToolbox to HS-IRB website.
 - Draft a graphic timeline of the HS-IRB process for website discussion at the next meeting.
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Approval of December 6, 2024 Minutes

- Approved without objections.

LCC HS-IRB Awareness

Upcoming Reviews expected

- Dissertation: Courtney Geisel, Rocky Mountain University.
- Autism Friendly Campus: Focus groups.
- Sabbatical: Not-research submissions.

Upcoming Announcements

- Mindy to create a Star article promoting CITI trainings awareness.
- Mindy to get on Academic Senate Agenda, post website updates.

Training in Process

- Jim Owens collaborating with HR on Trainings.
 - Exploring integration with Board Policy or Compliance modules.
 - Jim's working documents on our LCC-IRB SharePoint under "[Presentations](#)."

Still to Do

- Work with CTE on a workshop or PA session (e.g., "How to put together an IRB Proposal").
 - Plan for an annual presentation.
 - Lower priority than training since agreed that onboarding training is the best way to address faculty turnover.
- Add a graphic timeline of HS-IRB process to the website.

- Terri drafting for next meeting's discussion.

Revisions to current HS-IRB Webpage

- Input provided on draft suggestions.
 - Reorder training options list.
 - Move forward with updates.
 - Add a future timeline graphic.

Review Updated Website Forms

- Approval given to proceed with updated downloadable forms.

Discussion on "Exempt" vs "Not-Research"

- Created a letter template, "[Project is Outside HS-IRB Purview](#)," (in SharePoint).
- Clarification challenges:
 - Bring to board discussions as needed.
 - OHRP definition, [45CFR46 subsection 46.102.1](#), as reference.

HS-IRB Member Training

- Request members complete OHRP Human Research Protection Foundational Training, Lesson 1.
 - Send completion certificates to Terri at christt4@star.lcc.edu.
 - Discuss training feedback at next meeting.
- Potential shift from CITI to OHRP training:
 - Pros: OHRP is foundational reference, cost savings (\$4,675 annually), and engaging content.
 - Cons: OHRP lacks tracking of both participants and course completions; certificates rely on the honor system.
 - Matt to retake the CITI Student training and report findings.
- HS-IRB CITI refresher course still required for now.
 - Membership is paid through October.
 - The refresher series beneficial for IRB members.

Project Log

- Overview of active projects and items since last meeting.

Future Agenda Items

- Continue discussion on CITI/OHRP training options.

Next Meeting

February 14, 2025, ADM 105, 9:10 – 10:00 am (guest Webex option).

Respectfully submitted by HS-IRB Secretary Terri Christian

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