

Minutes – Approved 1/17/25

Human Subjects Institutional Review Board (HS-IRB)

December 6, 2024, from 9:10 – 10am, HHS 104 with Webex Guest Option

Members Present F2F:

Patti Ayers, Matt Fall, Kali Majumdar, James Owens, and Louise Simon.

Action Items

- Matt and Jim to contact HR regarding adding HS-IRB information to Sabbatical and Onboarding Processes/LMS Training.
 - Matt and Jim to also reach out to CTE, Megan Lin, and eLearning, Linda Hamlin, regarding training opportunities.
 - Members requested to look at [OHRP Educational Training offerings](#) to discuss next month.
 - Update Website with recommendations from this meeting.
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Approval of October 10, 2024 Minutes

- Approved without objections.

Increase awareness of LCC HS-IRB

Point of Entry

- Put link to website in the “Employee eToolbox.”
 - This is located on the Work Tab of [myLCC \(my.lcc.edu\)](http://myLCC(my.lcc.edu)).
- Add HS-IRB review as part of existing procedures.
 - Sabbaticals – Faculty and Administrators.
 - Jim and Matt to investigate this option with HR.
 - Grants.
- Articles to promote faculty awareness that CITI trainings are available for their students’ use.
 - CITI Enterprise license covers anyone with a lcc.edu email address.
 - Could become part of course content.
- Trainings.
 - New Employee Onboarding.
 - Annual Employee Trainings.
 - Add to existing CTE, LMS, eLearning options.
 - Stand alone module could be used depending on content.
 - Jim and Matt to investigate further with Megan Lin, Linda Hamlin, and HR.
 - PA days.
 - May not be best venue for this, only hits once verses an annual training or other incorporated process.
 - The turnover rate of faculty means an onboarding training would reach more people consistently.

Training Content

- History.
- Types of projects: Approved, Exempt, Out of Purview.
- What fits in/What does not.
 - Case studies.

- Components of proposal and good research.
 - Informed consent.
 - Research Questions.
 - Purpose Statement.
- How to apply.
- Process description, what it is and timeline.

Discuss revisions to current HS-IRB webpage

- Looks good in general, few tweaks requested to Forms and Templates section.
 - Add “Links” to existing name, will read:
 - “Forms and Template Links”
 - Make more prominent, gets lost in blue graphic area.
 - Change actual links to Orange pull downs similar to other LCC webpages.
 - Add explanations to what each document is for.

Review of Project Log – Standing Agenda Item

Quick current status overview of active projects and items that came in between HS-IRB meetings

Other Items

HS-IRB Meeting Frequency

Continue monthly as planned to block the calendar time for people. Will continue canceling as needed.

HS-IRB Member Training

- All required to do something annually.
 - In summer time before academic year begins.
 - Examples are [OHRP lessons](#) or [CITI Annual Refresher course](#)
 - Certificates are given after completion of each and would be submitted to HS-IRB secretary to authenticate training completion.
 - Details to continue to be worked out in future meetings.
- Every three years (in addition to annual training) do a bigger project.
 - Redo one of the larger CITI trainings.
 - Group to continue to discuss other options.
 - Action item send out email to group regarding this and add as a standing agenda item.

Next Meeting

Scheduled January 17, 2025 in HHS 104, from 9:10 – 10:00 am with a guest Webex option.

Respectfully submitted by HS-IRB Secretary Terri Christian

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