

**Institutional Review Board Minutes**  
**Friday, April 24, 2020**

**Participants:** Wendell Nakamura (Co-Chair), Mike Pohl (Co-Chair), Andrew Gardner, Marcia Garrett (community liaison), Renee Houston (Ex-Officio), Ha Jung Lee, Brad Richards, Alexa Tullis, Andreas Udbye, Ann Wilson

**Call to Order:** The meeting was held via Google Hangouts Meet. Nakamura called the meeting to order at 2:01pm.

**Approval of Minutes:** Tullis moved to approve the minutes from the meeting held on April 10, 2020. The minutes were approved unanimously.

**Protocols that were approved since the last meeting:**

1920-067 (expedited)                      1920-069 (expedited)

**Agenda:** Topic: summer research protocols

Discussion and Decision: Discussion ensued to approve wording of email to Arts, Humanities, and Social Sciences (AHSS) students with summer research awards to remind them that the IRB is continuing to accept protocols for approval. Protocols that require face-to-face collection of data may not commence until social distancing restrictions are lifted in the local area in which data is being collected. The wording of the email was approved unanimously.

Action Steps and Follow-up: Houston will send wording of email to Lisa Hutchinson Academic Support Specialist, Office of the Associate Deans) to disseminate to AHSS students.

Topic: IRB end-of year report to the Faculty Senate

Discussion and Decision: Nakamura drafted the end-of-year report to the Faculty Senate.

Discussion ensued to approve the report, which was approved unanimously.

Action Steps and Follow-up: Nakamura will send final version of the report to the Faculty Senate before the May 13, 2020 deadline.

Topic: IRB summer review of protocols

Discussion and Decision: Nakamura discussed the IRB's policy to continue reviewing Exempt and Expedited protocols over the summer 2020; protocols requiring Full-Board review will not be accepted until Fall 2020. All current IRB members are encouraged to continue reviewing protocols, as their schedules allow.

Action Steps and Follow-up: Nakamura will ask Jimmy McMichael (Records and Computer Specialist, Office of the Associate Deans) to send an email to IRB members requesting that they indicate their availability to review protocols over the summer.

The meeting was adjourned at 2:25pm. IRB Full Board meetings are concluded for AY2019-20.

Respectfully submitted,  
Wendell Nakamura