

**MINUTES**  
**Institutional Review Board**  
**September 8, 2009**

**Present:** Returning members - Lisa Ferrari, David Luper, Garrett Milam, and David Moore. New members to the committee – Grace Kirchner, Mary Rose Lamb, and Julia Looper.

**Orders of Business:**

- 1. Chose Meeting Time for the Fall 2009 Semester.** The planned meeting time for the committee is on Tuesdays at 8:15 a.m., with the following times scheduled for the semester: **October 6, November 10, and December 1.**
- 2. Elected Chair.** With the Senate liaison present, Garrett Milam nominated himself to serve as Chair of the IRB for a second term with unanimous approval.
- 3. Elected Secretary.** David Moore nominated himself to serve as Secretary for this year, also with unanimous approval.
- 4. Reviewed Senate- & Self-Charges.** Garrett Milam reviewed the primary charge for the committee to continue to review IRB protocols for the various departments at the University. He also noted that a few additional “self-charges” from the IRB committee were added in the final report submitted to the Senate at the end of the previous academic year. One of these self-charges include the goals of training/orienting department IRB designates – particularly for departments that do not submit a high number of protocols - and to clarify expectations for submitted protocols that go to the full IRB in order to prevent or alleviate problems of incomplete or poorly prepared protocols from students. Ann Wilson, although no longer on the full IRB committee, has volunteered to carry out this training/orientation with department designates. Lisa Ferrari indicated that she would also check the list of department designates to make sure that this list was current. Garrett also brought up the issue and self-charge related to protocols submitted by students seeking UEC summer research funding. He noted the problem observed last year that UEC funding was in some cases given for studies involving human subjects prior to any review or screening by the IRB (or IRB department designate), sometimes resulting in a situation in which a given study was funded but in need of significant improvement or alterations before IRB approval could be granted and the study could actually be conducted. Lisa Ferrari responded that the UEC application requirements for summer funding were revised over the summer and that they now stipulate that a study must be approved by the IRB (or IRB designate) before it can be considered for funding. Hopefully, this change will resolve this particular issue and concern. Lisa indicated that she will talk with Associate Dean Sarah Moore about getting the word out about this new policy so that departments are aware of it.
- 5. Protocol Submissions.** There are no current IRB protocols to review. However, Carolyn Weisz has contacted the committee to let us know of her intention to submit a protocol before the next meeting. Garrett indicated that he would contact Carolyn to make sure she knows of our meeting time (October 6) so that she can plan accordingly.

- 6. Posting of Minutes on Website.** Given a delay between submission of minutes and actual posting on the website in the past, Lisa Ferrari will contact Jimmy McMichael to see if it would be possible for the minutes to appear on the university website in a more timely manner.
- 7. Recruitment of New Community Representative.** The committee is seeking a new community representative for the IRB, given that the former community representative will no longer be able to continue in this position. The requirements are the the representative have no affiliation with the university and that he or she is not an immediate family member of anyone currently on the IRB. Lisa Ferrari indicated that she knows someone who may be a good candidate and that she will pursue this possibility. Grace Kirchner suggested that, if this candidate does not work out, we might want to contact Pacific Lutheran University to explore the possibility of a type of IRB service “exchange program.” Chair Milam also extended the invitation to all present at the meeting to think of anyone else that might be willing to consider serving in this role, in case other options do not pan out.
- 8. Protocol Distribution Process.** As a final announcement, Chair Milam indicated that IRB protocols for review will continue to be distributed as PDF attachments in Emails, unless any committee member requests a paper copy instead.

Following this last announcement, the meeting was adjourned at 8:35 a.m.

Respectfully submitted by the IRB scribe,

David Moore