

**Institutional Review Board Minutes
September 24, 1997**

Present: Ann Ekes, John Finney, Ernie Graham, Paul Hansen, Suzanne Holland, Melissa Weinman

The meeting was begun with John Finney as acting Chairperson in order to select the Chairperson for the coming year. Melissa Weinman nominated Ann Ekes. Ernie Graham seconded. There were no further nominations. Ann Ekes was elected by voice vote.

Ann Ekes then took over as Chair of the meeting.

Paul Hansen volunteered to keep meeting minutes for this academic year.

The minutes of the February 25th meeting were read and approved. The minutes of the March 25th, 1997 meeting are presently missing.

The charges to the Committee from the Faculty Senate for the coming year were presented. It was stated that these changes were essentially unchanged from the recommendations from the IRB's Chair's summary report from AY 1996-1997.

These were summarized as:

1. Finalize and distribute UPS's revised IRB procedures and forms.
2. Finalize the agreement with Madigan Army Hospital for the use and care of animals in research.
3. Begin outreach projects to UPS faculty to inform them of the IRB's purpose and procedures for gaining approval for research involving human subjects.

The release unit for coordinating the UPS outreach should be requested through the Senate, rather than through the Dean.

Approval of Revised IRB form.

The question was raised as to the use of "Participant" rather than "Subject" on the IRB form. After extensive discussions, it was motioned that the term subjects be changed to participants when the researcher is interacting with the subjects, be adopted. After further discussion this motion was withdrawn.

After re-reading the use of the term subject in the IRB form, especially as defined in Section Number 16, p. 27 of the revised IRB, the committee resolved that the term for subjects would be unchanged in the revised IRB.

A question was raised on section D.1.C as to why the exceptions were listed in the revised IRB. It was explained that these exceptions were the similar to exceptions for conditions of liability.

It was asked how Department Designates were appointed. At present this process is not defined. In the past Department have been volunteers appointed by department chairs. It was pointed out that the Designates perform many functions for the IRB Committee, including reviewing research requests, and acting on exempt and expedited submissions. It was suggested that the Designate may further assist the committee by helping in outreach efforts. The discussion of Department designates was brought to a close to be raised at the next meeting.

Meeting times were set for the third Wednesday of each month at 1:00 p.m.

Ann Ekes adjourned the meeting.

Respectfully submitted,

Paul Hansen