

**Committee on Committees Meeting
September 15, 2015 @ 8:00 AM (Faculty Lounge)
Minutes**

Attendees:

1. Steven Emge
2. Daniel Althoff
3. Chris Moretti
4. Blythe Duell
5. Martin Bressler

Not Attending:

Diane Dixon

1. Committee convened at 8:10 AM with Steven Emge, Faculty Senate Chair, presiding.
2. Attending members unanimously voted Dr. Diane Dixon to serve as Chair for 2015-2016.
 - a. Dr. Emge agreed to present the committee's request to Dr. Dixon via email following the meeting.
 - b. Dr. Dixon, in an email dated Tuesday, September 15, 2015 at 9:06 AM, accepted the nomination and agreed to serve as chair for the 2015-2016 academic year.
 - c. Committee members were then notified by Dr. Emge, via email, of Dr. Dixon's acceptance.
3. Committee members reviewed charges.
 - a. Begin the process of finding any replacements necessary on university committees due to recently retired faculty members.
 - i. Dr. C.W. Von Bergen's selection to the Human Subjects Research Review Committee during August 2015 was presented as an informational item.
 - ii. Charges concerning the Human Subjects Research Review Committee were addressed and discussed. No action was taken since it was determined that additional information and/or clarifications would be forthcoming with Dr. Brooks Flippen's appearance at the Faculty Senate meeting scheduled for Wednesday, September 16, 2015.
 1. Changing the name to Institutional Review Board was discussed.
 - a. Questions concerning any additional requirements to allow the use the IRB title would need to be reviewed.
 2. Members discussed the charge concerning acceptance of research applications during the summer by the HSRRC.

- a. Guidelines document appearing on-line should be revised and updated.
 - b. Deadlines may need to be more clearly disseminated to faculty.
 - c. Application form should be updated to allow for completion via computer.
3. Dr. Emge suggested that additional information concerning the use of animals in research is still forthcoming from Dr. Bryon Clark.
4. Meeting was adjourned at 8:50 AM.