

Institutional Review Board (IRB) Committee Meeting
Tuesday, October 1, 2019
1:00 PM

Meeting Notes/Report

Committee Members Present: Dillon Brown (Student Representative) Steven Emge (Past-Chair), Dell McLain, Susan Morrison, C. W. Von Burgen, Ning Wu

Committee Members Absent: Tasha Bond, Wayne Levins (Idabel Campus), Jon Reid

1. Elect chair for 2019-2020
 - a. Steven Emge was nominated by Susan Morrison, seconded by C. W. Von Burgen. Dr. Emge accepted nomination.
 - b. For: Unanimous

2. Report of activities from Summer 2018 – present
 - a. Dr. Emge reporting as past chair.
 - b. Members were presented with all IRB applications/requests and outcomes since summer 2018 – sent via email prior to the meeting.
 - c. Discussion about upcoming applications from SE students enrolled in psychology classes. Committee suggested a template be created for the courses that have IRB application as a component of instruction for future reference. That template would be provided to the psychology department for instructors and students. In addition, committee suggested that Chair Emge request course instructors to monitor applications prior to IRB submission. Instructor review of student applications prior to submission would be beneficial to all: IRB committee members who are reviewing applications, students, and instructors, resulting in more timely responses to and from all constituents.
 - d. Chair Emge suggested that IRB by-laws could be revised to provide additional guidance in completing IRB applications. Those revisions would not add/delete/change any of the by-laws, but would provide examples of typical IRB applications, especially concerning standard language found in most Informed Consent Forms (ICF). It may be appropriate to provide a template (See 2c. above) on the website, as well, since other courses have IRB applications as a component of instruction. Chair Emge will begin the process of by-laws revision throughout the 2019-2020 academic year.

3. Adjournment