

**Gonzaga University IRB
Meeting Minutes
March 16, 2010**

Present

Deborah Booth, Chair; **Ted DiMaria**, Assoc. Prof., Philosophy; **Steve Koffman**, Asst. Prof., Counselor Education; **Lisa Mazzei**, Assoc. Prof., Doctoral Leadership Studies; **Adrian Popa**, Asst. Prof., Organizational Leadership; **Roger Park**, Asst. Prof., Sport and Physical Education; **Diane Zemke**, Community Member (Recorder).

Opening

The Chair called the meeting to order at 8:00 am. The February minutes were approved.

Proposal Review

1. Anderson
 - a. Recommend that she articulate her involvement with the program and state her potential biases in the findings.
 - b. Recommend that she clarify the use of the videotapes.
 - c. Recommend that the levels of participation of the various categories of participants be clearly stated on the consent form.
 - d. Recommend that she strike the word “anonymous” and use “confidential” when referring to the videotape (p. 4, right above D).
 - e. Recommend the data be held for three years (p. 6, 3d; p. 4, last sentence of 2nd paragraph).
 - f. Strongly recommend she delete that she will assume all financial responsibility for any adverse effects.
 - g. Recommend that “determine” be changed to “evaluate perceived effectiveness” throughout.
2. Coombs
 - a. Recommend that she spell out what “KWL” is on the consent form.
 - b. Recommend that she eliminate research question #1 since she is using an affect survey, not an achievement survey. Also, verbiage related to research question #1 should be deleted from the consent form.
 - c. Recommend in abstract to change “determine effectiveness” to “evaluate engagement.”
 - d. Recommend data be kept in a secure location.

Guests

Anna Marie Medina (Psychology) and Jeffery Dodd (English) are working with a group interested in collecting the experiences of homecoming of returning veterans. They asked for input on how to create the consent form since some in the group are designated reporters for abuse of vulnerable populations (children). We also discussed creating a participant packet and interviewing techniques and questions. They will be submitting an IRB proposal soon.

Discussion

At the next meeting we will discuss whether to change the IRB proposal form to request relevant research citations in the proposal since we need to ensure that the proposed work is connected to the literature and is actually research.

Conclusion

The meeting was adjourned at 9:15 am

The next meeting will be Tuesday, April 20, 2010 at 8:00 am in Rosauer 260.