

**Gonzaga University IRB  
Meeting Minutes  
April 20, 2010**

**Present**

**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**

Deborah was unable to attend so Diane chaired the meeting. The meeting was called to order at 8:00 am. The March 2010 minutes were approved.

**Proposal Review**

1. Rikard

- a. It appears from the wording throughout the proposal that the research has already been completed. If this is the case, we can't offer approval after the fact. Deborah will contact Rikard and her advisor to clarify if the research has already been completed.
- b. If the research has *not* been completed, we require the following before approving:
  - i. Clarify the research objectives of the study so we can assess the risks and benefits.
  - ii. Provide the interview questions or discussion prompts.
  - iii. Define "sexual harassment."
  - iv. Support the study out of recent literature.
  - v. Ensure research questions and research design agree. For example, it appears no organizational members are interviewed, therefore how can organizational impacts be explored?
  - vi. Under B: Objectives, delete "will directly correlate" since this is quantitative language and can't be done in a qualitative design.
  - vii. Provide a list of sexual assault and/or harassment resources for the interviewees, with phone numbers, in the consent form.
  - viii. Mention audiotaping in consent form.
  - ix. Clarify the interviewees' relationship to Gonzaga. Are the interviewees Gonzaga students, staff, or faculty? If not, delete reference in consent form.
  - x. Define the criteria for selecting the interviewees and how they will be approached.
  - xi. Consent form needs overall editing.
  - xii. Clarify the role of the FBI. If they are providing interviewees, we may need a letter of support.
  - xiii. Clarify how researcher will address researcher bias.
  - xiv. Clarify research methodology.
  - xv. In consent form elaborate risks, which are *not* minimal, and benefits.

- xvi. In consent form, “has been reviewed by the IRB” should be removed since it has not occurred.
- xvii. On consent form, research questions 1 and 2 appear to be similar and question 3 is not addressed by the research protocol. Delete question 3.

### **Discussion**

We discussed who will handle expedited reviews during May/June when Deborah is unavailable. Diane will contact Deborah to discuss it further.

### **Conclusion**

The meeting was adjourned at 9:00 am. Unless there are proposal(s) requiring a full board review, our next meeting will be in Sept. 2010.