

**Gonzaga University IRB
Meeting Minutes
November 17, 2008**

Present

Ted DiMaria, Asst. Prof., Philosophy; **Steve Koffman**, Asst. Prof., Counselor Education; **Chris Francovich**, Asst. Prof., Doctoral Leadership Studies; **Susan Norwood**, Prof., Nursing; **Randy Williams**, Prof., Special Education; **Adrian Popa**, Asst. Prof., Organizational Leadership; **Irene Gonzales**, School District 81; **Diane Zemke**, Grant Writer, Sponsored Research Office (Recorder).

Opening

Susan Norwood called the meeting to order at 9:05 am since Deborah was out of town. The October minutes were approved.

Guests

Matthew Bahr and Edward Vacha from Sociology came to discuss obtaining IRB approval for Sociology and Criminal Justice projects generated by the Department's Research Methods courses. These research projects are generally minimal risk, use paper surveys, use convenience samples, and are anonymous. Only tenured or tenure-track instructors may teach these courses. We reviewed their proposal and suggested:

1. The instructor should keep a list of student researchers for 3 years. The list should contain a short summary of the students' projects. The list will be sent to the IRB.
2. The instructor should give the students a description of what types of projects and human subjects will be allowed and what types of projects and human subjects will not be allowed without IRB approval.
3. The Department will keep a copy of instructors' NIH certification.
4. The Department will keep copies of outside agencies' approval for student research.
5. The Department will describe typical projects and their safeguards for us.

The Department agreed to revise their proposal and resubmit it to us.

Proposal Review

1. Christensen
 - a. (A) on the application checklist should be checked since another agency is involved.
 - b. The consent form should be opt-in on all forms and in all explanations.
 - c. The consent form should be written at a level that both students and parents can understand and should contain signature lines for both student and parent.
 - d. Any names written on survey should be blacked-out rather than erased.
 - e. The term "experimentation" should not be used on the consent form.
2. Dersch
 - a. There should be a letter from the participating school district
 - b. The language and format of the consent form should be simplified.

Discussion

Randy asked whether the Psychology Department had submitted a list of acceptable projects for their Research Methods courses.

Steve stated that Holland decided to not do her study at this time but was grateful for the feedback.

Conclusion

The meeting was adjourned at 9:55 am. The next meeting will be Monday, December 15, 2008 at 9:00 am in Rosauer 260.