

**Gonzaga University IRB
Meeting Minutes
February 23, 2009**

Present

Deborah Booth, Chair; **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

The Chair called the meeting to order at 9:00 am. The January minutes were approved. Since the last meeting we have reviewed 13 proposals, included the four needing full-board review noted below.

Proposal Review

1. Shepard
 - a. Deborah will confirm ongoing permission with Spokane Public Schools
 - b. Rewrite the parent consent form to grade 8 or below
 - c. Rewrite the student assent form to grade 5 or below
 - d. Materials should be kept for a minimum of 3 years. This information should be added.
 - e. Recommend that in “Appendix B: foreseeable risks” that information above “you may pass on any question” be deleted since it is unnecessary.
2. Derby
 - a. Deborah will ask Derby about participation fee/scholarships for needy participants
 - b. Language is not clear throughout proposal, especially regarding tenses. The proposal should be edited and spell/grammar checked
 - c. The consent form should:
 - i. Contain a brief overview of the program
 - ii. Be designed as an invitation to participate
 - d. The parent satisfaction form needs to be revised. Randy volunteered to assist
 - e. A completed coversheet may address some of our concerns. It was not attached
 - f. These children cannot self-nominate. They must be nominated by their parents. Include “In addition to parental consent, the child will give assent.”
 - g. Specify how researchers will respond to aggressive behavior by participants
 - h. Specify exclusionary criteria as well as inclusionary criteria for participants
 - i. Specify what spectrum of function/ability will be allowed to participate
3. DeKlerk
 - a. Boldface the information on possible allergies throughout.
 - b. “Other Agency Involved” should be checked “yes”
 - c. On the consent form the parent must specify what food(s) the child is allergic to by writing “Does your child have any allergies? If yes, please specify.”
 - d. Parent surveys may be confidential but they are not anonymous

- e. On the student data sheet student names should be substituted with numbers or pseudonyms.
 - f. Should check “yes” on access to medical files (Part D: “risks and benefits”)
 - g. Recommend that students with any food allergy be excluded.
4. Lutz
- a. The coversheet is missing
 - b. Need an estimate of number of students, schools, and districts participating
 - c. Are ESL speakers fluent in English being excluded?
 - d. The IRB needs more context/narrative to have a good understanding of the proposal.
 - e. Parent consent form should be at grade 8.
 - f. Student assent form should be at grade 5.

Discussion

1. We will review the proposed policy and procedures next meeting. Deborah will send out an electronic copy with proposed changes to everyone to review in advance.
2. We will discuss how to review validity of research at the next meeting.

Conclusion

The next meeting will be Monday, March 23, 2009 at 9:00 am in Rosauer 260.