

**Gonzaga University IRB  
Meeting Minutes  
September 15, 2008**

**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. There were no minutes to approve. New members were introduced.

Gonzaga's IRB received renewals for the federal and Washington state licenses.

**Proposal Review**

There were no proposals to review.

**Discussion**

Deborah Booth attended an IRB meeting sponsored by NIH. Points of interest include:

- We need to create a notebook with our policies and procedures. We hope to have a draft by November. Randy Williams and Susan Norwood will be working on the initial draft.
- It is not valid to conduct a full board review electronically. It must be done in real time by conversation. Deborah will check if a conference call is valid.
- If an IRB member has a detailed conversation about a research proposal he/she must keep minutes of the conversation. It is better to have the inquirer ask through email so there is documentation.
- There was no discussion at the NIH meeting about research on blog or wiki participants and confidentiality. Deborah will be attending a meeting in November that may address this issue.
- GU may serve as a host IRB for small sites such as rural school districts.

We discussed recruiting alternates to serve on the committee to step in when a quorum is needed. No decision was reached.

Our goal is to have all members be certified by the end of the year through the Canadian NIH since we have Canadian students.

**Conclusion**

The meeting was adjourned at 9:50 am. The next meeting will be November 17, 2008 at 9:00 am in Rosauer 216. If we need to meet in October we will make arrangements.

Meeting dates for the year: Mondays, Nov. 17, Dec. 15, Jan. 26, Feb. 23, Mar. 23, April 27 at 9 am., Rosauer 216.