

**Gonzaga University IRB  
Meeting Minutes  
December 15, 2009**

**Present**

**Deborah Booth**, Chair; **Ted DiMaria**, Asst. Prof., Philosophy; **Lisa Mazzei**, Asst. Prof., Doctoral Leadership Studies; **Susan Norwood**, Prof., Nursing; **Adrian Popa**, Asst. Prof., Organizational Leadership; **Roger Park**, Asst. Prof., Sport and Physical Education; **Diane Zemke**, Grant Writer, Sponsored Research Office (Recorder).

**Opening**

The Chair called the meeting to order at 8:10 am. The November 2009 minutes were approved.

**Proposal Review**

1. Hillard
  - a. Deborah noted that she was pleased the instructor of Hillard's exempt course forwarded this application to the IRB. We are also pleased with the quality of the consent form.
  - b. Need to state that the data is being collected for her thesis in the parent consent form.
  - c. Recommend that students be told the purpose of the interview, that the researcher shows the students the list of interview questions, and that the students sign a consent form before being interviewed.
2. Reiber
  - a. Suggest she assign a code to each student so she can track students' pre- and post-performance.
  - b. Specify "secure location."
  - c. Should check "yes" on the checklist for other agency involved, since the students come from outside Gonzaga.
  - d. In consent form:
    - i. Delete first sentence of second paragraph.
    - ii. In new first sentence ("Your child will be writing..."), add "for comparison" at the end of the sentence.
    - iii. In last sentence of second paragraph ("No names...") change "put" to "included." Thus it will read: "No names will be included in the writing pieces or the surveys."
3. Booth-Shepard
  - a. Based on reviewer comments, Deborah changed the consent form to reflect that the materials will be used in publications.
  - b. Lowered the readability level of the parent consent form.

**Discussion**

1. We approved the letter sent to CCASL stating the need for IRB review when students in service learning courses survey agency clients.
2. Agreed to put on the website directions for accessing readability statistics in Word 2007, rather than specific examples of consent forms.

**Conclusion**

We adjourned at 8:45 am. The next meeting will be Tuesday, January 19, 2010 at 8:00 am in Rosauer 260.