

**Gonzaga University IRB
Meeting Minutes
September 15, 2010**

Present

Deborah Booth, Chair; **Steve Koffman**, Asst. Prof., Counselor Education; **Lisa Mazzei**, Assoc. Prof., Doctoral Leadership Studies; **Adrian Popa**, Asst. Prof., Organizational Leadership; **Jeff Rameriz**, Asst. Prof., Nursing; **Diane Zemke**, Ph.D., Community Member

Opening

The Chair called the meeting to order at 8:00 am. The May 2010 minutes were approved.

We welcomed Jeff Ramirez, who is replacing Susan Norwood. Randy Williams will be returning from sabbatical. Ted DiMaria is on sabbatical and will be replaced by John Shuford. Roger Park will be unable to attend meetings first semester but will be reading and commenting on proposals.

Proposal Review

1. Staub
 - a. Participants' identity will be confidential, but it will not be anonymous.
 - b. Data needs to be held for three years, not two.
 - c. We require a parental consent form for grade school student participants. The form must be opt in, not opt out. Deborah will review the consent form.
 - d. We suggest providing an alternate assignment for students not participating in the survey.
 - e. We suggest changing the risk assessment from minimal risk to no risk.
 - f. We suggest increasing the space provided for participant comments and/or suggesting they may write on the back of the survey. This should increase the amount of qualitative data.

Conclusion

The next meeting will be Wed., Oct. 20, 2010 at 8 am in Rosauer 260.