

**Gonzaga University IRB  
Meeting Minutes  
January 26, 2009**

**Present**

**Deborah Booth**, Chair; **Ted DiMaria**, Asst. Prof., Philosophy; **Steve Koffman**, Asst. Prof., Counselor Education; **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 December minutes were approved.

**Proposal Review**

1. R. Price
  - a. Blacking out names is not sufficient for anonymity. Will suggest photocopying the original with the blacked-out name and using that copy for analysis. The original should be destroyed
  - b. Missing district approval
  - c. Sharon Straub is actually the advisor
  - d. Parental consent is needed
  - e. Simplify the wording on the student debriefing statement
  - f. Hold the data for 3 years before destroying
  - g. Get the principal's approval
2. L. Cavanaugh
  - a. Quality of writing is poor. Rewrite and bring up to standard English
  - b. Write "will begin data collection after consent is obtained" *not* that she will stop it if it is not obtained.
  - c. Use *Master* in Initial Teaching
  - d. Spell the principal's name correctly
  - e. Clarify research statement to "evaluate effectiveness of using reader buddies" or a similar phrase rather than improving reading
  - f. If using the 4<sup>th</sup> grade journals for data, will need to obtain consent from 4<sup>th</sup> grade parents
  - g. State "there are no adverse effects"
3. J. Crane
  - a. Added John Traynor as the supervisor name
  - b. Deborah has principal and master teacher approval on record
  - c. No changes requested
4. G. Horvath
  - a. Consent form needs to be rewritten to Grade 8 to accommodate middle schoolers
  - b. Minority rate is wrong and/or confusing. Check facts and reword.
  - c. Clarify minimal risk statements
  - d. Rewrite #4 and #41 in the survey
  - e. Needs principal approval for both schools
  - f. Reduce the number of questions
  - g. Acquire better instructions for taking a Likert survey

- h. Rewrite the Demographic Data section of Appendix B to remove errors
- 5. Update on Tavares
  - a. They changed the protocol to address our concerns
  - b. They are partnering with Student Life

### **Discussion**

1. Randy and Susan guided us through their suggested changes to GU's IRB Policy and Procedure document. We will discuss it further at the next meeting.
2. We discussed needing to add information on the website about web-based survey tools. We will discuss this further at the next meeting.
3. Deborah met with Mike Casey to discuss breaking confidentiality when students share potentially dangerous information. Mike stated that if there is the potential for harm to the student or to others then confidentiality should be broken.
4. The new brochure was handed out. Diane will handle making sufficient copies.

The meeting was adjourned at 10:05 am.

The next meeting will be Monday, Feb. 23, 9:00-10:00 in Rosauer 260.