

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

Present

Deborah Booth, Chair; **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 November minutes were approved.

Guest

Sharon Tyrell from Sponsored Research and Programs attended.

Proposal Review

1. J. Brown
 - a. Will discuss with advisor that Brown needs to change:
 - i. All tenses to present, rather than past tense
 - ii. *Master's* or *Masters* to *Master* in Initial Teaching
 - iii. All instances of *anonymous* to *confidential*
 - iv. *Assent* form to *consent* form
 - v. All explanations of research to *educational research* rather than various statements of research protocols.
 - b. The student informational sheet should be written at a grade 5 level.
 - c. The information on the parent consent form and the student informational form should match. The parents should understand that the students will participate in the curricular activity since it is an EALR even though they may not be participating in the study.
 - d. We will approve on the condition that we receive the institutional support letter.
2. Tavares (Kretchmar-Hendricks, faculty)

Chris noted that *Survey Monkey* provides email addresses so data acquired from them is not anonymous. We had initially required this proposal to use *Survey Monkey* believing it to provide anonymous data. Deborah had contacted Mike Casey who said data collection must be anonymous. Deborah will convey our serious concerns with anonymity to the faculty member. We will approve the proposal if the following conditions are met:

 - a. Use *Student Voice* in partnership with Student Life **if** *Student Voice* will provide anonymous data. Adrian believes that there is a check box that will allow anonymity. Alternately, participants could use a paper/pencil/drop box to ensure anonymity.
 - b. Add to the consent form: "by completing this survey you are consenting to participate."
 - c. We recommend that the data be provided to Student Life so they may design appropriate interventions for the student population.

Discussion

1. Chris will contact *Survey Monkey* regarding their policies about research data, email addresses, and confidentiality/anonymity. He also will learn if there is a master switch for turning off email addresses when receiving data.
2. Irene will discuss these same concerns regarding *Zoomergang* with District 81.
3. Adrian is concerned about when to break confidentiality to intervene with students engaged in behavior dangerous to themselves or others that is revealed in surveys. Deborah will discuss with this topic with Mike Casey.
4. Randy and Susan are continuing to work on the policies and procedures. They will introduce content regarding anonymity/confidentiality and electronic survey software. We will review a draft of policies and procedures in January.
5. Deborah attended a conference on IRBs and noted:
 - a. We are a conservative IRB in very good compliance. Many institutions only have the Chair or the Chair and another review expedited proposals. We have the Chair and two members review.
 - b. We need to post our policies and procedures and follow our own rules.
6. Deborah will send MaryAnn Rinderle the YouTube address for the Belmont Report video so it can be posted on the web site.
7. Diane will send MaryAnn the information on how to access readability statistics in Word 2007 so it can be posted on the web site.

Conclusion

The meeting was adjourned at 10:00 am.

The next meeting will be Monday, Jan. 26, 9:00-10:00 am in Rosauer 260.