

FSW Institutional Review Board Meeting  
Monday, October 9, 2017  
Thomas Edison Campus (I-228)

In attendance: Brian Just, Frank Dowd, Larry Miller, Mark Lupe, Roy Hepner (Chair), Sindee Karpel, Susan Marcy, Joseph van Gaalen (Human Subjects Administrator), Matt Vivyan, Stella Egan

- J. van Gaalen opened the meeting and noted that the purpose of any IRB convening is to do with the review of IRB applicants. J. van Gaalen noted most cases are exempt and some IRB applications do not need approval because it is not research. As such, J. van Gaalen reported that the IRB will now convene once per term regardless of whether reviews are necessary or not so as to provide the Chairperson an opportunity to report on record to the IRB the exemptions and expedited reviews that took place in that time.
- R. Hepner noted the IRB Regulations have flowcharts to follow to assist in understanding the regulations.
  - R. Hepner noted that most applications are exempt because they are basically surveys.
  - R. Hepner noted that usually applications are expedited only if they involve a physical examination or a record review.
  - R. Hepner noted a review is needed if there are other factors to be considered.
- J. van Gaalen shared the IRB webpage which now provides a standing statement on the purpose of the IRB, the IRB members, and a brief history on how an IRB works.
  - J. van Gaalen suggested visiting the web page by searching for Sponsored Programs.
  - R. Hepner noted by searching IRB, it would also bring you to the webpage.
  - J. van Gaalen noted a workflow will be coming soon in place of the application document. In this way, applicants can simply fill out the workflow and the required signatures can be sought through workflow (Dean, Human Subjects Administrator, Chair, etc.).
- J. van Gaalen noted as of August 31 the IRB Committee is registered with OHRP (Office for Human Research Protections).
  - R. Hepner noted the value of being registered is for seeking federal funding.
- J. van Gaalen asked IRB members to send their CVs to J. van Gaalen or S. Egan and also indicate when they were placed on the IRB. All members noted they became members since the beginning (AY 2016-2017) except M. Vivyan which attended for the first time during this session.
- J. van Gaalen noted the IRB is an Ad Hoc Committee in the eyes of the College without strict procedures.
  - J. van Gaalen suggested to make it behave as an ad hoc committee with structure with the Chairperson serving 3 years as well as committee members. Upon the 4<sup>th</sup> year, an IRB member can be replaced with an incoming candidate in their representative area, but can remain if no candidate steps forward. J. van Gaalen offered it up for discussions. The IRB members agreed this was fair.
  - It was suggested by J. van Gaalen that the Provost appoint a new chairperson when needed as had been done previously with the current chair. IRB Members approved. S. Marcy noted she approved pending Provost approval. **The Provost requested the IRB vote on a chair from active members in the IRB at the time of the vote (to include alternates as candidates). (separate meeting, reported by J. van Gaalen)**

- A call out for members will be posted on the webpage. A current committee member could continue to serve if no one from a specific area/field steps up. J. van Gaalen offered it up for discussions. The IRB members agreed this was fair.
  - Alternates will also be available in the case there are additional people who would like to be part of the committee. They could step in when a regular committee member is not available and would be first in line to replace outgoing members. J. van Gaalen offered it up for discussions. The IRB members agreed this was fair.
- J. van Gaalen suggested having the Provost appoint external members. **The Provost requested the Human Subjects Administrator seek external members, as necessary (separate meeting, reported by J. van Gaalen)**
  - External members should not have any relationship to anyone at FSW. Currently only one IRB member is an external member and J. van Gaalen suggested a 2<sup>nd</sup> should be sought.
- L. Miller asked the question “Do we know if there is any research taking place at FSW?” “How would we know?”
  - R. Hepner stated “There is no real research taking place at FSW needing IRB approval”.
  - J. van Gaalen reported that the standing College Operating Procedure of the IRB stipulates that no research is to be conducted on human subjects at FSW without review by the IRB. Violations to that end would be reported upon discovery.
- J. van Gaalen requested the link to the NIH training be sent to M. Vivyan.
- J. van Gaalen reported he would follow up with making these amendments to the webpage pending Provost approval (Provost notes in red above).

Minutes submitted by Stella Egan & Joseph van Gaalen on Oct. 11, 2017.