

**Gonzaga University IRB
Meeting Minutes
October 13, 2008**

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; **Diane Zemke**, Grant Writer, Sponsored Research Office (Recorder).

Opening

The Chair called the meeting to order at 9:00 am. The September minutes were approved as written.

Proposal Review

1. Holland:
 - a. We will require that the consent form be written at a grade 7 level or below.
 - b. We will require a letter of support from the Calgary Young Offenders Center (CYOC).
 - c. We will require that participants be recruited for the study at least 72 hours after intake procedures at CYOC.
 - d. We will require that all participants under 18 have parent/guardian consent.
 - e. We will recommend that participants under 18 also give consent. Another line should be added for that consent to the parental consent form.
 - f. We will recommend that debriefing and follow-up be provided by professionals outside of the CYOC.
 - g. We recommend that the study be configured as a pilot study due to the small sample size.

Steve will convey these concerns to Holland. The committee will review the consent form and other documents before giving approval.

2. Ciske
 - a. We will require that the consent form be reworded from an opt-out to opt-in (negative to positive).
 - b. We will require a letter of support from the institution where the study will take place.
 - c. We will recommend that an option of “more than one” be added for ethnicity.
 - d. We will recommend that the researcher consider using one of many available instruments that are already tested for validity, rather than the proposed questions.
 - e. We will recommend that “anonymous” be changed to “confidential” throughout.

3. Tavares

Deborah will call the supervising professor and discuss:

- Using Survey Monkey will improve confidentiality and issues of distance between the researcher and students.
- Contacting Mike Casey (Counsel) to discuss issues of liability.
- Deleting face-to-face interviews as too intrusive.

Based on this discussion and any ensuing changes, we will review this proposal at the next meeting.

Discussion

- Deborah checked and confirmed that it is appropriate to use a conference to get a quorum when necessary.
- Susan and Randy obtained a copy of Whitworth's notebook of policies and procedures. They will work on adapting it to Gonzaga with a tentative due date of the January meeting.
- Review of the Ethical Guidelines for Student Research Projects from Sociology and Criminal Justice will occur at the November meeting. Deborah will request that they send a representative to provide examples of use for us.
- In the past month the committee has handled 10 expedited proposals and 3 full reviews.
- All future IRB meetings for the year will be held in Rosauer 260.

Conclusion

The meeting was adjourned at 9:55. The next meeting will be Monday, November 17, 2008 at 9:00 am in Rosauer 260.