

Human Subject Institutional Review Board (HSIRB)

Meeting Minutes Fall I: September 20, 2019

In Attendance: Scientific Concerns (Chair): Chandra Commuri, Marianne Wilson, Isabel Sumaya (Alternate: RERC), Jessica Williamson

Non-Scientific Concerns: Nate Olson, Christopher Livingston, John Stark

Community Concerns: Tommy Tunson

Visitors: Jiwon Hwang, Lana Telles, Nathan Li

Absent: Gwen Parnell, Grant Herndon

CALL TO ORDER: 8:05 am

APPROVAL OF MINUTES

The minutes from the May 22, 2019 Spring II meeting were approved as is. Wilson moved and Olson seconded (6-0).

ANNOUNCEMENTS

The board welcomed new member Jessica Williamson, Department of Psychology. Her official appointment letter from the Provost is in the works. She will officially be a voting member in our Fall II meeting.

OLD BUSINESS

Adverse Events and Unanticipated Event Policy Update. No update was provided as time ran out.

Need Community Member. No update was provided as time ran out.

CITI Training-Revised Common Rule Course. No update was provided as time ran out.

IRB board member workload during breaks. Sumaya updated the board letting all know that she had not heard from administration about the plan to keep the IRB working during the Summer 2020. She felt certain that we were on their radar this time around and that a resolution to the problem that was encountered this past summer would be reached.

NEW BUSINESS

2018-2019 Annual Provost Report. Sumaya handed out the report that she submitted to the Provost noting that there was an increase in activity this past year as compared to the prior year while decreasing our time with revisions. There were 44% less revisions needed to be made. She felt that the decrease in revisions was a direct result of the CAYUSE system (Qualtrics: 126, CAYUSE: 71).

Standard (Full Board) Reviews

8:15 am - 9:00 am: 20-51, Hwang, "*Leverage Virtual Manipulatives to Enhance Math Problem Solving*," Because the protocol included inconsistent information and did not include many of the required elements the board disapproved the study making the recommendation to rewrite and submit a new protocol for review in the Fall II meeting. Stark motioned to disapprove, Wilson seconded, 6-0.

9:00 am - 9:45 am: 20-61, Telles, Hwang, "*More Than Study Skills: A Holistic Program Approach for Fostering Engagement, Responsibility, and Resiliency*." Because the protocol did not include many of the required elements the board disapproved the study making the recommendation to rewrite and submit a new protocol for review in the Fall II meeting. Stark moved to disapprove, Tunson seconded, 5-1 (Olson or Commuri abstained?).

9:45 am - 10:30 am: 20-82, Li, "*Developing and Testing the Effectiveness of a Culturally Sensitive Parenting Program among Chinese Immigrant Parents*." The board approved with conditions. Need to take official vote in the Fall II meeting. The conditions required to secure IRB approval were:

1. In your protocol, elaborate the way you will recruit your participants and clarify exactly who you will be recruiting adding exactly target numbers of participants to be recruited adding such characteristics as dialect (ie., Mandarin Chinese...etc) .
2. In your protocol please state the location of your study (ie., San Fernando Valley, Los Angeles)?
3. In your protocol provide more details about the IY Program (ie., do they watch videos? Discussions? etc.)
4. In your protocol provide more detail on information security where you focus on how you plan to handle the data.
5. In your protocol, please mark the box in the question asking if you are dealing with a sensitive population. Once that is checked please answer the question asking you to justify focusing on this population.
6. In your protocol, please provide more detail on how you will minimize the risk that your study poses on the participants.
7. Remove the place in one of your surveys that asks the parent to list the child's name.
8. In your consent form please add a statement that the sessions are confidential and that confidentiality must be maintained by all the participants.
9. In your protocol and in your consent form please state that you are a mandated reporter and that issues of abuse will be reported.
10. In your protocol, and consent form, please state that in the event of emotional distress that counsel is available by the Pastor and provide the name and contact information of the Pastor.
11. Review the consent form that was submitted. It appears to have some unneeded statements that may be instructions from the template.
12. In the consent form, take out the statement about how participation will lead to improvements. It should say that participating may lead to improvements.
13. Please include a consent form in mandarin.

10:30 am - 11:15 am: 20-86, Guerrero, Hwang, "*An Action Research Exploring the Effects of Visual Schedules on Students with Down Syndrome as a Support to Transition Within the Classroom*." Although Advisor Hwang was present, the student researcher Guerrero was not. As

per board policy graduate students must be present for a review to take place. However, the protocol had many issues as was found in 20-51 and 20-61. The board recommendation to Hwang was to work with student Guerrero to resubmit a new protocol so that the board could review the new and improved version in the Fall II meeting.

Meeting Adjourned: The meeting was adjourned at 10:49. The hammers, Olson moved and Wilson seconded (6-0).