

## Minutes

### IRB Meeting

April 3, 2025; 3:30-5:00 pm

- Present: Jo Morrison, Becca Brusseau, Larry Collins, Alison King, Ryan Stouffer, Gregg Harbaugh-Schattenkirk
- Approval of the minutes from the February 27<sup>th</sup> 2025 meeting
  - Minutes approved
- Report on IRB Activity: Protocols Approved Since January Meeting
  - Exempt 44
  - Amendments 1
  - Final Reports 1
  - Number of active protocols 59
- Update on FERPA and research progress
  - A procedure will be developed to allow faculty to propose pedagogical research that makes use of FERPA protected student records with an exception for consent. Faculty will submit the exception for consent with their IRB proposal.
- Standards and Procedures for Noncompliance and Research Misconduct
  - The group reviewed a draft Standards & Procedures for Noncompliance and Research Misconduct. IRBs are required to have written Standards & Procedures for noncompliance and research misconduct and to ensure that faculty are aware of these procedures. The IRB carefully reviewed the language to try to convey that these procedures are intended to support faculty in creating an ethical research environment and ensure the accuracy of IRB records.
- Standards and Procedures for Research in K-12 Schools
  - Dr. Morrison explained the current procedure for approving research in schools. The Longwood IRB takes the position that we can provide contingent approval. School district approval and the submission of a letter of permission/support from the school will then allow full approval. This allows researchers to approach schools with initial approval while leaving room for amendments if needed.
  - The group discussed methods of recruiting teachers and school administration for research purposes. If email/contact information is public then researchers can contact potential participants directly, however if contact information is not public then the researcher must obtain a letter of permission/support from the school if they are using their own natural access as a school employee. A simpler method is (if allowed by school procedures) requesting administrators forward the research request on behalf of the researcher.
  - Dr. Brusseau emphasized the importance of researchers checking with school districts early in the research development process regarding their policies on external research requirements.
- Draft Standards & Procedures will be sent out for faculty comment. Comments will be amalgamated and presented to the IRB for a final revision of the S&Ps. Final revision and vote on adoption of the S&Ps for Electronic Survey Research, Noncompliance and Research Misconduct, and Research in K-12 Schools will occur in the May 1 IRB meeting.
- Meeting adjourned at 4:25 pm.

Next meeting: Thursday, May 1<sup>st</sup> 3:30 – 5:00 pm on Zoom