

Minutes

IRB Meeting

August 28, 2025; 3:30-5:00 pm

- Present: Jo Morrison, Eric Laws, Karen Kinslow, Tom PlaHovinsak, Gregg Harbaugh-Schattenkirk, Ryan Stouffer, Becca Brusseau
- Approval of the minutes from the May 1st 2025 meeting
 - Minutes approved.
- Report on IRB Activity: Protocols Approved Since the May Meeting
 - Exempt 11
 - Amendments 3
 - Not HSR 1
 - Number of active protocols 32
- Voting member list
 - The group discussed the vacancy for a voting member and collectively decided that Ryan Stouffer will move from alternate to voting member.
- Overview and Discussion: FERPA Consent Exception Procedures
 - Dr. Morrison explained the new procedures for requesting a FERPA consent exception for Scholarship of Teaching and Learning. FERPA protected educational records can be used for research that can be clearly connected to improving instruction at Longwood.
 - Improving instruction at Longwood must be one of the research goals.
 - Students are informed that their educational records may be used for research in the annual FERPA notification.
 - Faculty may apply to use historic records for this purpose.
 - IRB review and approval of the research project happens after the project is reviewed by the Office of Research and Sponsored Programs. Consent exceptions are uploaded as an attachment and consent is documented as 'waived'. IRB members were asked to present this new pathway for research to their departments and colleagues.
- Review of Consent Form Revisions
 - The group discussed the current posted consent form templates. Questions were raised about the 8th grade reading level. Dr. Morrison explained that this is a threshold recommended at the federal level but that consent form material should always be presented in a way that the subjects will understand.
 - Dr. Morrison highlighted that the main difference between faculty and student templates was the reference to data sharing and future use in faculty-led research.
- Planning: 2025-26 Standards & Procedures Development
 - The group decided to work on Standards and Procedures for Interview Research and the use of Social Media for research and recruitment.
 - The group also wants to begin to develop Standards & Procedures for the use of AI in research while also acknowledging that this is a rapidly changing area.
- Questions, comments, concerns.
 - Concerns were voiced about a potential research project in Civitae. Dr. Morrison is to gather more information and report back.

Next meeting: Thursday, September 25th 3:30 – 5:00 pm on Zoom