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Minutes
IRB Meeting
February, 27, 2025; 3:30-5:00 pm

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- Present: Jo Morrison, Eric Laws, Tom PlaHovinsak, Ryan Stouffer, Gregg Harbaugh-Schattenkirk, Becca Brusseau, Julia Maserjian, Jackie Secoy
- Approval of the minutes from the January 30th 2025 meeting
  - Minutes approved
- Report on IRB Activity: Protocols Approved Since January Meeting
  - Exempt   5
  - Amendments   1
  - Number of active protocols   24
  - IRB members have access to the list of active protocols.
- Update on FERPA and research progress
  - Dr. Morrison shared an update on the discussion with David Schoenthal about expanding researchers' ability to use FERPA protected data without involving students and obtaining their consent. She clarified that this exception would not apply to internal program evaluation.
- Standards and Procedures for Electronic Survey Research
  - The group discussed the collection of data from surveys conducted over 10 years in Canvas. These data are used in classes to teach statistics and research methods, was used to understand student behavior at the start of their statistics classes and was used internally for that semester. Dr. Harbaugh-Schattenkirk also mentioned that the data was consistent over the entire span, with enough anchor points to connect the results. Dr. Morrison clarified that Canvas has similar data security features as Qualtrics. So, while the data collection doesn't meet the Qualtrics, and were not collected for research purposes, the data can be published for generalizable knowledge (i.e. research) under Exempt Category 4 (secondary data use), possibly with a waiver of informed consent.
  - The group discussed the requirement to use Qualtrics for data collection in research, emphasizing its importance for data security and privacy. There is reluctance to include exceptions in the policy, fearing it would lead to widespread use of less secure platforms. Dr. Secoy discussed some limitations of the current Longwood Qualtrics subscription (uploading files/documents within a question). The group agreed to maintain the strict Qualtrics requirement, and working with faculty individually on solutions when necessary.
  - Longwood is unable to use Red Cap, despite it being an industry standard, due to some unspecified requirements in the vendor agreement.
  - The team also discussed the importance of informed consent in research, suggesting the use of a shorter template to make it more readable. The team agreed to leave the decision on whether to use a specific consent template up to the researchers, but it was suggested that if a different template is used, a rationale should be provided to the IRB.
  - The IRB discussed the issue of forcing responses in surveys, with Dr. Harbaugh-Schattenkirk explaining that while responses can't be removed, they can be marked as required to ensure they are answered.
  - The IRB discussed the requirements for survey submissions, particularly focusing on the need for a static version (e.g. PDF version) of the questions and the logic used in the survey. They also deliberated on the issue of researchers changing the survey after approval, emphasizing the importance of having a record of what was approved. The IRB also discussed the challenges of regulating the use of social media for recruitment, with a consensus to require detailed

descriptions of the recruitment materials. The team agreed to revisit the issue of social media recruitment if necessary.

- o The IRB discussed the process of compensating participants in surveys. They agreed that the process should be clear and transparent, with participants aware of the terms and conditions. The IRB also discussed the use of Qualtrics for survey creation and payment handling, with the possibility of using Qualtrics' built-in features for participant compensation. They decided to include a statement in the consent form about the confidentiality of participant information and the possibility of compensation. The IRB also discussed the potential for confusion if the compensation details were not clearly stated at the beginning of the survey.
- o The team discussed the standard procedure for managing and securing data in student research. Dr. Morrison explained that faculty members should create a template on Qualtrics, set up skip and branching logic, and share the template with their student groups. This way, the faculty member retains control over the data and can remove student access at the end of the semester. Dr. Stouffer and Dr. Harbaugh-Schattenkirk agreed that this approach was necessary for data security. The team also discussed the limitations of a free Qualtrics account, such as a maximum of 500 responses and 30 questions. They concluded that these limitations should be communicated to faculty members and students to avoid unexpected issues.
- Meeting adjourned at 4:50 pm.

Next meeting: Thursday, April 3rd 3:30 – 5:00 pm on Zoom