

Minutes

IRB Meeting

September 25th, 2025; 3:30 – 5:00 pm

- Present: Jo Morrison, Eric Laws, Karen Kinslow, Becca Brusseau, Alison King, Tom PlaHovinsak, Ryan Stouffer, Gregg Harbaugh-Schattenkirk
- Approval of the minutes from the August 28th 2025 meeting
 - Minutes approved
- Report on IRB Activity: Protocols Assigned to the September Meeting
 - Exempt 3
 - Amendments 0
 - Not HSR 0
 - Number of active protocols 36
- Report back on Civitae Research concerns
 - Dr. Morrison met with the faculty and cleared up some misunderstandings of the recruitment and research process. There was no ill-intent and the faculty are working on a new plan to deploy their research idea in Civitae classes with the voluntary participation of Civitae instructors.
- Meeting date change:
 - The March 26th 2026 meeting has been moved to April 2, 2026 to avoid clash with the general faculty meeting.
- Canvas Surveys – Dr. Harbaugh-Schattenkirk
 - Dr. Harbaugh-Schattenkirk explained to the group that the migration to New Quizzes in Canvas had also come with a change to the anonymity features of surveys. Previously, students could complete survey items and the responses could be downloaded without being connected to the individual student. Students would receive credit even if they only answered one question and faculty would not be able to connect an individual to the responses. Now, data are downloaded with a student name attached so responses can be connected to individuals. The IRB was asked to report this back to their departments and colleagues. While this is not an IRB issue, it does alter the nature of canvas survey use for credit in class.
- Standards & Procedures
 - Review of Interview S&Ps
 - The IRB reviewed the first draft of Interview S&Ps. Recommendations for the second draft include: adding a section explaining the types of interviews (unstructured, semi-structured, and structured); acknowledging that interview type may change throughout a research project; and clarifying language around the use of transcription services and AI.
 - There was discussion around the inclusion of a recommendation for a Certificate of Confidentiality for Interview Research that may put subjects at risk of legal or reputational harm. It was generally agreed that this recommendation should remain in the S&Ps.
 - Review of Oral Consent Scripts for Interviews
 - The IRB discussed the content of the oral consent sample scripts. It was agreed that investigators should be clear about the use, storage, security, and deletion of recordings and the use of transcription vs notes.

- Next Steps
 - Dr. Morrison will revise the Interview S&Ps based on the discussion
 - Add a section on types of interviews (unstructured, semi-structured, structured)
 - Check for consistency of language related to storage, use, and data security of recordings
 - Add language about transcription
 - Dr. Morrison will send out the revised Interview S&Ps next week for IRB members to continue to review
 - Dr. Morrison will revise the Oral Consent Scripts based on the discussion and send the draft out for review next week
 - IRB Members will discuss the canvas survey anonymity changes with their departments to raise awareness

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