

Human Subjects Institutional Review Board (HSIRB)
Meeting Minutes Fall II 2024
October 11, 2024
Zoom & In-Person

In attendance:

Scientific Concerns: Jessica Williamson (Vice Chair, via Zoom),
Brittany Sanchez, Marianne Wilson, (RERC),
Chandra Commuri, Zach Zenko, (Alternate, via Zoom)
Non-Scientific Concerns: John Stark (joined the meeting at 9:13am)
Nate Olson, (Chair)

Community Concerns: Grant Herndon (Community Member, joined the meeting at 9:22am),
Gwen Parnell (Research Compliance Analyst-GRaSP)
*Absent: Raj Cheshire, Aaron Wisman (on sabbatical), Christopher Livingston,
Doug Cornell (ITS Representative-Non-voting)*

I. CALL TO ORDER: Chair Olson called the meeting to order at 9:10 am

II. APPROVAL OF MINUTES: Commuri motioned to approve the Fall I 2024 minutes and Zenko seconded (votes: 6-0-0).

III. ANNOUNCEMENTS – Parnell brought it to the board’s attention that Wilson’s new title is University Research Ethics Review Coordinator for Human Subjects.

IV. OLD BUSINESS

A. Newly Revised Data Storage Policy – Review for board approval-Discussion of Zoom and Transcription. Review of Revised Data Policy - Board Review & Votes

Votes: Commuri motioned to approve, and Zenko seconded (6-0-0).

B. Participant Pool Information Page on the Website in Development- Wilson let the board know that this task is in progress. The Kinesiology Department would like to develop their own Participant Pool and they have the support of their Dean. Williamson and Zenko are working on this task together.

C. CASH Incentives for research participants – Parnell let the board know that we are still awaiting word from BAS. Stark motioned and Olson seconded to get it on record that the HSIRB is in support of allowing confidential cash incentives to research participants. Wilson let the board know that for now the answer is no and the PI Ashleigh Herrera will need to continue to use gift cards for her participant incentives. Wilson and Parnell will follow up with AVP Sumaya. It was agreed that Olson will draft a memo to the Controller’s office in support of the use of confidential cash incentives for research participants.

Votes: Stark motioned to approve and Olson seconded (7-0-0).

D. Transcription Resources for PIs – Wilson let the board know that the most current information has been posted on the HSIRB website. She reiterated that this is not an exhaustive list and that if a PI wants to use another service, then they would simply provide the security information. Then we can include the additional service to the list.

V. NEW BUSINESS

A. Move Fall III Submission & Meeting Deadline Dates – Move to Wednesday, December 4th and December 13, 2024. Wilson explained that the submission deadline is too close to the Thanksgiving holiday and reviews/board members would be getting protocols to review over the break.

Votes: Williamson motioned to approve, and Zenko seconded (7-0-0).

B. Wisman HSIRB Member Term Renewal- Wilson let the board know that Wisman had agreed to continue to serve.

Votes: Stark motioned to approve and Commuri seconded (7-0-0).

C. Limited Review - Exempt Categories Broad Consent 7 & 8- Sanchez- Identifiable Data & Oversight Committee Questions-Wilson let the board know that a decision needs to be made how the identifiable data and security aspects of a limited Review protocol will be processed, via Expedited Review or Expedited Review. The board discussed the creation of an oversight committee to monitor or provide supervision of the biorepository. Sanchez and Wilson will work together on the next steps. Zenko recommended selection of Biorepository Oversight Committee members by way of the Academic Senate's process for sending out calls for interest.

D. Broad Consent Pamphlet-approval to use the pamphlet but not the artwork-Parnell to follow up with Dr. Sumaya regarding funding for Print Shop Work for the pamphlet.

E. Revisit Draft Broad Consent-Consent Form-Olson reminded Wilson, Parnell, and the board that we wanted to remove the secondary and proxy consent language from the Broad Consent Informed Consent form template. Sanchez agreed to review the original version, see if it can be simplified, and make some revisions for the board. The pamphlet will be used to supplement the broad consent- informed consent form. Parnell cautioned to be sure to retain all the federally required elements.

F. IRB Survey- Wilson & Olson will present a draft version of the survey for the board's review at the November- Fall IV meeting. Wilson said the goal is to get the IRB survey out to the campus community via Qualtrics in the Spring.

G. Reviewer Risk v Benefit Checklist- The board asked Parnell to add an Informed Consent form section to the Risk vs Benefit Reviewer Checklist so that reviewers can be sure to check the informed consent forms in the Full Board or Expedited protocols in Cayuse IRB. After further discussion, it was determined not to require the checklists be turned in ahead of the meetings or used at all unless someone wants to use them. The board has changed the way the meetings are run and seems to have rectified the problem. Having one meeting per month and making sure

protocol discussions are taking place prior to meeting with the research teams and while in executive session. The board acknowledges that it is important that the board members come to the meetings prepared with comments on the protocols. The comment bubbles in the different sections in the Cayuse IRB protocol are still necessary and very helpful, especially for the Primary and Secondary assigned Reviewers. Williamson noted she would like to have everything in one place, in one document.

H. Potential recruitment of new board members from the Nursing Department-Wilson let the board know that Dr. Marks is too busy with other projects at the moment to serve on the HSIRB but would like us to keep her in mind in the future. Wilson also said that we are trying to increase our diversity on the HSIRB and would like to invite Linh Bui or Annie Boehning from the Nursing department to serve on the HSIRB.

Votes: Commuri motioned, and Sanchez seconded, (7-0-0)

Full Board Review Protocols [0]:

VI. Formal Board Affirmations

Full Expedited-Initial [1]

1. Exploring the Accessibility and Acceptability of Integrated Street Medicine Services²⁵⁻⁵³: among Persons Experiencing Unsheltered Homelessness and Street Medicine Teams
Presleigh Beshirs

Votes: Olson motioned, Commuri seconded, (7-0-0)

Exempt-Initial [3]

1. 25-92: Perceptions of Recovery During Rehabilitation: Student Sample. Principal Investigator Madeline Hatch

2. 25-85: Visitor Feedback Survey for Library-Hosted Art Exhibits, Rebecca Penrose, Principal Investigator

3. 25-96: Improving Diabetes Management Using Telemedicine, Katherine Rosales, Principal Investigator

Votes: Stark motioned, Zenko seconded, and Commuri abstained, (6-1-0)

Modification [5]

1. 22-109: Longitudinal Study of Edible School Yards & Kitchens: The Impact on Elementary School Children, John Stark, Principal Investigator

2. 24-266: Socioeconomic status induced physical behavior disparities and their associated

determinants among young adults in Kern County, California, Jahyun Kim, Principal Investigator

3. 25-73: AKA - Service Attitudes and Expectations in Kinesiology, Zachary Zenko, Principal Investigator

4. 22-101: NSF ADVANCE, Andrea Medina, Principal Investigator

5. 24-158: Integrating Religious and Worldview Literacy and Public Health Curriculum Community-Based Pedagogical Interventions in Undergraduate Courses, Linh Bui, Principal Investigator

Votes: Commuri motioned, Herndon seconded, and Stark & Zenko abstained (6-2-1)

Renewal [2]

1. 24-94: Refining Undergraduate Student Self-Assessment Criteria of Successful Proof Writing (SRS), Aubrey Kemp, Principal Investigator

2. 24-155: Flipped Classroom Virtual Reality in Foundations of General Chemistry courses (With Concept Mapping), Lance Talbert

Votes: Commuri motioned, and Sanchez seconded, (7-0-1)

VII. Adjournment: 10:55 am

VIII. Training/Housekeeping/ Reminders