

## IRB Meeting Minutes-August 12, 2024

The following persons were in attendance at the initial IRB meeting for the 2024-2025 academic year:

1. Judy Grissett ([judy.grissett@gsw.edu](mailto:judy.grissett@gsw.edu))
2. Ian Brown ([ian.brown@gsw.edu](mailto:ian.brown@gsw.edu))
3. Rebecca Bidwell ([rebecca.bidwell@gsw.edu](mailto:rebecca.bidwell@gsw.edu))
4. Paula Martin ([paula.martin@gsw.edu](mailto:paula.martin@gsw.edu))
5. Mohammad Dehzooei ([mohammad.dehzooei@gsw.edu](mailto:mohammad.dehzooei@gsw.edu))
6. Kaylyn Scanlon-Richardson ([Kaylyn.richardson@gsw.edu](mailto:Kaylyn.richardson@gsw.edu))
7. Joseph Comeau ([joseph.comeau@gsw.edu](mailto:joseph.comeau@gsw.edu))
8. Soumendra Banerjee ([soumendra.banerjee@gsw.edu](mailto:soumendra.banerjee@gsw.edu))
9. Jeff Swords ([jeffery.swords@gsw.edu](mailto:jeffery.swords@gsw.edu))
10. Maggie Wang ([qian.wang@gsw.edu](mailto:qian.wang@gsw.edu))
11. Olga Godoy ([olga.godoy@gsw.edu](mailto:olga.godoy@gsw.edu))

Absent due to Nursing Orientation:

12. Jessica Ouzts ([Jessica.ouzts@gsw.edu](mailto:Jessica.ouzts@gsw.edu))
13. Brittany Mellinger ([Brittany.mellinger@gsw.edu](mailto:Brittany.mellinger@gsw.edu))

Notes:

The meeting was brought to order by Dr. Ian Brown, Faculty Senate representative. Chair and co-chair were selected by the committee: Dr. Joseph Comeau will be chair, and Dr. Judy Grissett will be the Co-Chair. Dr. Rebecca Bidwell volunteered to be secretary.

Dr. Ian Brown read the charge of the IRB to the committee. This led to a couple of reminders suggested by Dr. Comeau related to the IRB Committee.

1. All members of the IRB Committee should complete the Human Subjects training in GeorgiaVIEW. Dr. Comeau can help with that process.
2. Dr. Comeau reminded everyone that our first job on the committee is to first protect those who participate in these studies. It is our job to make sure that no one is harmed as a result of research conducted at GSW.
3. When looking at submitted research, we also need to make suggestions on methodology. We don't want to tell researchers how to do their research. However, we should offer suggestions to improve their efforts.
4. Paula Martin reminded everyone of the seriousness of the committee's charge by telling everyone that the IRB is the only committee where the members can be sued individually.
5. The importance of writing rationales about decisions made about research proposals to improve the transparency of the IRB approval process. A lot of meetings took place over email last year. Dr. Bidwell made the suggestion to create an IRB group in Teams, which was approved.

Motion was made to adjourn the meeting which was seconded. Meeting adjourned.