**Diné College Institutional Review Board (IRB)**

**Meeting Minutes**

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| **Location:**  Conference Call | **Date and Time:** Monday, Sept 10, 2018, at 3:00pm |
|  | **Attendees:**  **IRB Members:** Sara Kien (Chair), Herman Cody, Perry Charley, Thomas Bennett, Mark Bauer, Oleksandr Makeyev, Martha Austin-Garrison  **Other:** Kim Jim – IGO Compliance Officer |
| **Agenda Item** | **Notes and Actions** |
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| 1. Setting regular meetings 2. New IGO Staff 3. Budget update 4. New Common Rule – upcoming training 5. Review of summer activities 6. Changing the IRB procedure manual 7. Open Discussion | The only regular time that might possibly work for all IRB members is Monday at 3pm, so we will attempt to hold regular meetings on the 2nd Monday of every month. We will announce these meetings to the college and request that all proposals be submitted at least one week before the regularly scheduled IRB meeting.  Kim Jim is the new IGO compliance officer. She joined our meeting so that she could introduce herself and meet the IRB members. One of her roles is to assist in the administrative tasks of the IRB, including communications with PIs and storage of documents. As part of her training, the IRB chair will begin CCing Ms. Jim on all communications with PIs and will forward all documentation. The IRB chair requested a meeting between herself as IRB Chair, the IGO Compliance Officer, and the IGO Director to discuss the specific roles and responsibilities of the Compliance Officer, as related to the IRB.  The provost is currently processing paperwork to pay the IRB community member, Frank Morgan, for the 2017/2018 academic year.  Requests for summer stipends for faculty who completed IRB tasks during summer 2018 have been submitted to HR, the provost, and the VP of finance.  History of IRB Budget since 2017: In spring 2017 when the IRB was in the process of being reestablished, the administration originally agreed to $3000 of funding for the 2017/2018 fiscal year. At the IRB’s first official meeting in fall of 2017, the IRB increased its request to $24000 to support necessary training, travel, and IRB software. A budget proposal was not submitted for the 2017/2018 academic year. As a result of lack of communication, the IRB voted for the IRB chair to meet with the provost to discuss the budget. The provost agreed to pay the community member out of her budget and recommended that the IRB faculty members pursue training via the Faculty Professional Development funds. She also agreed to support funding for IRB faculty members who needed to complete necessary summer IRB activities. Faculty Professional Development funds are not a long-term solution for training because non-faculty members do not have access to these funds and the faculty may also wish to pursue other types of professional development (e.g., academic conferences).  Current: For the 2018/2019 fiscal year, a budget proposal was submitted for the IRB by the IGO. The administration approved a budget for the IRB in the amount of $4000. The budget will be under the Institutional budget. Administratively, the IRB will remain under the IGO. The IRB Chair will have oversight of the IRB budget.  Discussion regarding use of funds: We need $1000 - $1500 to support the IRB community member. We need an $1500 - $2000 for IRB training (i.e., hiring a consultant who can provide Tribal IRB training and funding travel for all IRB members to attend this training). The remaining funds are needed to support summer IRB activities given that faculty are off contract. There will not be enough funding for gas/mileage so IRB meetings will continue to take place via conference call.  The current IRB Chair will be attending an online webinar training about the new common rule on Sept 20th. The cost is $167 and she will be using faculty professional development funds. She will share all training and resources with the IRB.  Five student proposals from the Summer Research Enhancement Program were submitted to the IRB for review. All proposals qualified for expedited review and were approved.  The proposals included the following:  Rantrivia Tsosie (DCIRB-18.11) – Secondary Data Analysis of HIV Screening Intake Form  Warrior Brown, Cassandra Allen (DCIRB-18.12) – Just Move It, Chinle Service Unit  Shawdeena George (DCIRB-18.13) Community Health Improvement Program (CHIP)  Charles Robbins, Joyce Hamilton, Samantha Sabo, Nicolette Teufel-Shone (DCIRB-18.14) – Community Health Representative Digital Story Project  Kellen Polingyumptewa (DCIRB-18.15) – Measuring the effectiveness of Fecal Immunochemical Test (FIT) screening participation using a culturally tailored digital story among AI/AN patients in a small urban safety-net health system  The IRB raised several issues that need to be addressed in the current IRB procedures manual.  The first is the term length for the role of IRB chair. The process for electing the IRB chair is outlined in the manual, but the term for IRB chair is not. The IRB voted in favor of setting the term length for the role of IRB chair for one academic year (Oleksandr made the motion, Martha seconded). Oleksandr nominated Sara Kien to serve as chair for the 2018/2019 academic year. Martha nominated Mark Bauer. Mark Bauer left the meeting at 4:00pm (prior to this discussion) but subsequently declined the nomination. There were no other nominations or volunteers. Sara accepted the nomination and will be the IRB chair for the 2018/2019 academic year.  Additional issues that need to be addressed in the IRB procedure manual include:   * Secondary data * Multi-institution collaboration and deferring review * Data collected outside of the Navajo Nation by DC staff and students * IGO staff roles * Transferring PI from student to staff/other * Format for summary submitted to college/IRB at end of research   It is also recommended to seek feedback from PIs regarding the IRB submission process.  There is a recommendation to hold a longer meeting during intercampus day to IRB procedures in person and in more detail. All those in attendance agreed to this recommendation. Sara will pursue this request with the provost. |
| **Meeting adjourned** | 4:30pm |
| **Next Meeting** | Next regular IRB meeting for purposes of IRB review of proposals will be Monday, October 8th, from 3-4:30pm, via conference call |