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

**Meeting Minutes**

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| **Location:**  Conference Call | **Date and Time:** Monday, Nov 12, 2018, at 4:00pm |
|  | **Attendees:**  **IRB Members:** Sara Kien (Chair), Oleksandr Makeyev, Herman Cody, Perry Charley, Thomas Bennett, Mark Bauer, Martha Austin-Garrison  **Other:** Kim Jim – IGO Compliance Officer |
| **Agenda Item** | **Notes and Actions** |
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| 1. Review Oct 5th minutes 2. IRB submission/ review updates 3. Dates for training with Bill Freeman 4. Update regarding PRIM&R training conference 5. HLC visit and review of activities involving non-human animals 6. Continue with discussion about changes to the IRB procedures manual 7. Spring meeting schedule and upcoming ITB submissions 8. Maintaining Federalwide Assurance 9. OIPR webpage 10. IRB budget 11. Open Discussion | No recommended changes. Oleks made a motion to approve the minutes. Martha seconded. All in favor = 6-0 (chair abstained)  **DCIRB-18.08:** **Navajo NARCH Partnership: Evaluation of the Student Enhancement Program**  Request for modification received expedited review and was conditionally approved pending the following additional modifications:   * Consent Form: Include information about cost and compensation * Protocol: Explain why participants will not receive compensation for participation in an interview that may take up to one hour * Interview Questions: “Prefer not to say” is included as a response option in the question about gender but not in questions about age, being Native, being Navajo, and home community/state. Please add this response option to all demographic questions if possible.   **DCIRB-18.07: Navajo Perceptions & Reaction to depictions of Navajo People in mass media (film/cartoon/advertising etc)**  Request for continuation and modifications that include recruiting additional participants, presenting fewer stimuli, and adding questions about gender and age. Original approval was provided on 04/02/18. It was determined that additional review is exempt.  During the discussion, it was determined that December and January dates did not provide enough time to plan the event and that March dates would be too late given the number of student projects that are expected mid-semester. Proposed dates are Feb 10-11 (Sunday/ Monday) to reduce the number of classes canceled. Saturday was not possible due to a full class that a faculty member teaches on Saturdays.  Additional items related to the training that emerged during the discussion:   * Ask Dr. Freeman whether we can video record for purposes of providing education to future IRB members * Request Dr. Freeman’s typical fee * Request for funding from the IRB budget for Dr. Freeman’s travel, IRB members’ travel, Sunday stipends, and food/catering * Invite other departments (e.g., DIP, Land Grants, OIPR, faculty) to the training * Provide Dr. Freeman with the warrior web IRB page link * Ask Dr. Freeman about the best software for our IRB   Dr. Kien is the only IRB member who is able to attend Nov 14-17. She plans to attend the IRB Chair Bootcamp.  HLC visit took place Oct 22, 2018. Review of the IRB was positive. No recommendations for improvements. The only recommendation was for the college to establish institutional oversight regarding the ethical treatment of non-human animals for any animal-related activities (including any animal activities associated with the Land grant office, rodeo activities, research, etc). The appropriate oversight would be an Institutional Animal Care and Use Committee (IACUC) at Diné College. Research involving non-human animals is governed by the Animal Welfare Act (AWA) (7 U.S.C. § 2131). Under the Animal Welfare Act, institutions must establish an IACUC to review ethical treatment of non-human animals. The IRB discussed this request and determined that the mission, goals, and activities of the IACUC are separate from Human Subjects research processes governed by the college’s IRB. In accordance with regulations of the Office of Human Research Protection (OHRP) in the Department of Health and Human Services, the Diné College Institutional Review Board (IRB) only reviews research activities that include human subjects. As stated by the OHRP, “The Office for Human Research Protections (OHRP) provides leadership in the protection of the rights, welfare, and wellbeing of human subjects involved in research conducted or supported by the U.S. Department of Health and Human Services” (see <https://www.hhs.gov/ohrp/)>. As such, the Diné College IRB’s policies and procedures do not include regulations that govern ethical treatment of non-human animals.  Vote: Oleks made a motion to submit a recommendation to administration to develop a separate IACUC to review and monitor ethical treatment of non-human animals. Seconded by Perry. All in favor 6-0 (chair abstained)  Discussion related to the vote included an emphasis on the importance of maintaining traditional Navajo perspectives of animals in any animal-related activity associated with the college.  The IRB chair stated that she would submit a memo to the administration regarding the IRB vote and recommendation.  **Transferring PI from student to staff/other**   * The issue is to ensure that student PIs are not being used to avoid submitting to the Navajo Nation Human Research Review Board. The IRB chair volunteered to incorporate additional mechanisms into the application/submission process and procedures that would limit this possibility.   **Format for summary submitted to college/IRB at end of research**   * IRB members agreed that appropriate summaries to submit at the end of a research project can include a ppt presentation, a research paper, or a short report. The chair will revise the procedure manual accordingly.   Tabled.  As requested at the last meeting, the IRB Chair checked and determined that we are up to date with our federalwide assurance. It will not expire until 2022.  As requested at the last meeting, the IRB Chair contacted OIPR because of outdated IRB submission information that was posted to their webpage. OIPR replaced the outdated info with a link to our IRB warrior webpage.  We have access to more funding that originally thought, which may allow us to purchase IRB submission software.  Let’s move our December meeting to Tuesday because grades are due on Monday. |
| **Meeting adjourned** | 5:300pm |
| **Next Meeting** | Tuesday, December 11th, from 1-2:30pm, via conference call |