



Jacksonville State University  
**JSU Digital Commons**

---

Institutional Review Board Minutes

Institutional Review Board

---

4-19-2023

## **Minutes 4-19-2023 | Institutional Review Board**

Sarah Donley

Follow this and additional works at: [https://digitalcommons.jsu.edu/unicom\\_irbmins](https://digitalcommons.jsu.edu/unicom_irbmins)

---

## IRB Committee Meeting Minutes

Tuesday, April 19<sup>th</sup> 2:00-3:00 pm

Link to recording of meeting: [https://jsu-my.sharepoint.com/:v:/g/personal/sdonley\\_jsu\\_edu/EXcMWBEqxmLi17KBDZK4hkBHWgojpVMNcRTRvxJk20I7Q](https://jsu-my.sharepoint.com/:v:/g/personal/sdonley_jsu_edu/EXcMWBEqxmLi17KBDZK4hkBHWgojpVMNcRTRvxJk20I7Q)

- Introductions
  - Members present: Sharifah Albraiki, DeLane Hodge, Mary Anne Templeton, Russell Hammack
  
- Discuss office transition and IRB committee member term lengths.
  - Office recently transitioned from Sponsored Programs to Vice Provost of Academic Affairs office.
  - Committee on Committee wants University level committees to do a better job of documenting processes, meeting minutes, and term lengths of members. Average term length for university committee members is 2 years.
  - Current members committee terms
    - Templeton – 2 years
    - Hammock – Fall 2022
    - Albraiki – Spring of 2022
    - Stephens – Late 2021
  
- Discuss addition of new members to IRB committee.
  - Would like to see representation on IRB committee from all colleges.
  - Currently have no representatives from Arts & Humanities. Wes Bishop (History) and Khadeidra Billingsworth (English) were suggested from college of Arts and Humanities
  - Would be beneficial to add representatives from Doctoral programs e.g. Emergency Management, Education. IRB Chair will follow up with program directors and ask for suggestions.
  - Pricilla Wilson and Ahmad Alhammouri were suggested.
  
- Suggestions on how to improve workflow of IRB Committee.
  - Like localized folders
  - Will explore other electronic systems for IRB (e.g. Canvas); Will consult with IT and Online@JSU to explore other options
  - Create standardized reviewer sheet for IRB applications.
  
- IRB Website. Vice Provost Stone would like the committee to review the IRB website and provide any recommendations on how to improve the website. Please do this before our meeting. For those that can't attend, I encourage you to provide me with your feedback via email. Website link: <https://www.jsu.edu/academicaffairs/irb.html>
  - No comments from committee

- Stetson University doing research on IRB—will forward survey for committee to fill out.