Members present: Brad Chase (School of Business), Jane Georges (School of Nursing), Bernadette Maldonado (Staff Rep), Daniel Martinez (Undergraduate Student Rep.), Donald J. McGraw (Administration), Jacqueline Rychnovsky (Graduate Student Rep), Mary Scherr (School of Education), Allen Snyder (School of Law) Annette Taylor (Chair, Arts & Sciences, Psychology Department).

Members Absent: Sandra Bibb (Community Member); Carole Huston—On Sabbatical for 2003/2004 (College of Arts & Sciences).

Invited Guests: Anne Donnellan (Associate Provost, Graduate Studies), Cheryl Getz (Associate Dean, School of Education)

Dr. Taylor announced that Drs. Donnellan and Getz would present the USD/SDSU graduate degree agenda item for discussion prior to the start of Committee business pertaining to agenda item 1 and the rest of agenda item 2 (proposal reviews).

1. Announcements/Minutes:
   • (deferred)

2. Summary Reports, Continuation Reports, Modifications Pending and Approved, Full-Reviews, and Other Business:

   G. Other Business (Part A):
   • Dr. Donnellan led a discussion regarding the challenges involved with mutual SDSU/USD IRB Committee review of the joint USD/SDSU Ed.D. program research proposals. She stated that negotiations with SDSU representatives yielded a compromise resulting with the SDSU IRB Committee performing the formal review process and the USD IRB Committee possessing amendment rights of researcher proposal documentation. She explained that this process would involve SDSU reviewing the proposals and then forwarding them to USD for our Committee oversight. Dr. Donnellan also stated the need for USD approval forms, as these would be included in the student’s dissertation. She then solicited the Committee for feedback/questions. Dr. Georges asked Dr. Donnellan if she knew of a model used by other joint degree institutions and if this proposed model before the Committee was normative within the academic community. Dr. Donnellan stated that the proposed model seemed to be the standard, citing Chapman University as a functional example. Dr. Georges then asked for clarification regarding issues of accountability and authority. Dr. Donnellan replied that in the proposed model, USD retained the authority. Dr. McGraw expressed that his main concern was the need for USD to request and receive an FWA adjustment that would add SDSU to USD’s Federalwide Assurance.
Dr. Georges moved to adopt the system as presented by Drs. Donnellan and Getz seconded by Dr. Taylor. The motion was approved with the Committee vote as 8-0-1. Dr. Getz stated that she would provide the Committee with a memo of understanding, outlining the details of the shared IRB process between SDSU and USD. Ms. Maldonado agreed to attach a copy of this memo to the minutes of record for this meeting.

1. Announcements/Minutes:
   - The minutes of the July meeting were approved as written, 9-0-0.
   - Ms. Rychnovsky led a discussion regarding the web-based IRB educational link. She stated that in addition to the general educational link, the NIH site provided a separate educational/training link for IRB Committee members. Dr. McGraw asked Ms. Rychnovsky to re-send the general education link (see minutes of July 2003 meeting). Dr. Taylor stated that first, the Committee should visit the IRB focused educational/training link and should look at the general educational/training link at a later time. She stated that the Committee should be ready to vote on the first link by October 7th, 2003. Ms. Rychnovsky agreed to send the link to Dr. McGraw, who in turn agreed to distribute it to the Committee for the vote.
   - Dr. Chase stated that he continues to receive questions about IRB review of classroom surveys. Dr. McGraw expressed that the distinction as to whether or not a survey should come before review involved the researcher’s intention to publish the data due to the potential breach of confidentiality. Following a discussion on this topic, the Committee agreed to pursue the possibility of holding a short workshop for faculty on classroom assessment within IRB guidelines.
   - Dr. Taylor announced that the next IRB workshop would be held in October at New Orleans.
   - Dr. Taylor solicited the Committee for names of a CAS representative to serve on the Committee during Dr. Huston’s sabbatical leave for 2003-2004. Following a brief discussion, the Committee put forth the following names:
     - Beth Dobkin (Communication Studies), Ron Pachence (TRS), Mark Woods (Philosophy), Gary Macy (TRS), Pat Hurley (Philosophy), Leeva Chung (Communication Studies), a CAS bi-lingual faculty member.
   - Dr. Taylor also expressed the need for the Committee to start thinking about a Committee chair for the 2004-2005 academic year due to her sabbatical leave.
   - Dr. Taylor opened the floor for discussion involving non-legally emancipated student minors. After a brief discussion, Dr. McGraw motioned that the USD IRB position on this matter would be to never allow a consensual student minor situation, seconded by Dr. Chase. The motion was approved with the Committee vote as 8-0-1.
2. Summary Reports, Continuation Reports, Modifications Pending and Approved, Full-Reviews, and Other Business:

A. Summary Reports:

1999-01-015  
Dr. Louise Rauckhorst Fac Nurs  
“Efficacy of an Intensive Ayurveda Program Among Individuals with Cancer.”  
Project completed: 7/16/03

2003-03-051  
Dr. Vincent Stretch Fac Psych  
Dr. Annette Taylor Fac Psych et al.  
“Effects of Encoding Conditions and Personality on Response Criteria in a Recognition Task.”  
Project completed: 7/30/03

2002-09-001  
Dr. Elaine Worzala Fac SBA  
“Survey on the Masters of Science in Real Estate.”  
Project completed: 8/18/03

2002-04-052  
Dr. Jennifer Lento Fac A&S  
“Viewing Body Image Disturbance Within the Framework of the Biopsychosocial Model.”  
Project completed: 8/26/03

2002-09-003  
Dr. Charles Teplitz SBA  
“A Study of Exam Preparation Methods for PMI’s PMP Examination.”  
Project postponed indefinitely: 9/2/03

B. Continuation Approvals:

2002-06-073  
Howard D. Twomey Student Educ  
Dr. Fred Galloway Fac Educ  
“An Evaluation of an Education Program Curriculum and Instruction Designed to Enhance the Skills, Attitudes and Aptitudes of Community Rehabilitation Personnel.”  
Approved: 7/21/03

2001-09-003  
Dr. Dan Moriarty Fac A&S  
“Classroom Projects: Psych 133W”  
Approved: 7/22/03
1996-09-008
Dr. Mary Scherr Fac Educ.
“EDLD 608, Qualitative Research: In-class project(s).”
Approved: 9/2/03

1999-02-017
Ms. Olivia Catolico D Nurs
Dr. Patricia Roth Fac Nurs
“Health Perceptions of Cambodian Women in Resettlement.”
Approved: 9/2/03

2002-11-013
Cynthia Perry Doc Nurs
Dr. MaryRose Mueller Fac Nurs
“Women’s Decision Making Experiences after Hereditary Breast and Ovarian Cancer Genetic Testing.”
Approved: 9/2/03

1999-08-033
Prof. Steve Hartwell Fac Law
“Social Dominance [classroom project]”
Approved: 9/10/03

C. Modifications Pending and Approved:

2003-08-120
Dr. Cherly Getz Fac Educ
“Transformational Learning: Action Research and the Process of Improving an Undergraduate Experiential Leadership Course."
Approved pending modifications: 8/15/03
Approved: 8/15/03

D. Expedited Review Actions:

2003-07-115
Ms. Alana Michelle Nicastro Doc Educ
Dr. Johanna Hunsaker Fac
“The Exhilarating and Debilitating Experiences We Face in Our Practice: Examining the Lived Experiences of Female Feminist Scholars.”
Approved: 7/14/03

2003-07-116
Ms. Bulaporn Natipagon Doc Nurs
Dr. Sharon McGuire Fac Nurs
“Menopausal Experiences of Thai Immigrant Women.”
Approved: 7/22/03
2003-08-119
Dean Curtis Cook  SBA
“2003 WACSB Survey of New Faculty Hiring.”
Approved: 8/13/03

2003-08-121
Ms. Marilyn Macdonald  Doc  Nurs
Dr. Diane Hatton  Fac  Nurs
“Exploring Difficult Nurse Patient Encounters.”
Approved: 8/25/03

2003-08-124
Steve Hartwell  Fac  Law
“Law School Anxiety”
Not approved: 9/2/03

2003-08-125
Steve Hartwell  Fac  Law
“Legal Ethics and Moral Growth”
Not approved: 9/2/03

E.  Exempt Reviews:

2003-07-117
Dr. Beth Simon  Fac  Math
“Software Design Abilities of Undergraduate Computer Science Students.”
Approved: 7/28/03

2003-07-118
Dr. Patricia Kowalski  Fac  Psych
Dr. Annette Taylor  Fac  Psych
“Not Knowing What You Don’t Know: A Frustrating Dilemma for Students.”
Approved: 7/28/03

2003-08-122
Dr. Dan Moriarty  Fac  Psych
“Psych 30 Class Project: Attitudes Towards Animal Research.”
Approved: 8/25/03

2003-09-001
Steve Hartwell  Fac  Law
“Legal Ethics and Moral Development.”
Approved: 9/5/03
2003-09-126
Mr. Frank Manzano  Grad  UCSD
Ms. Nancy Sabin  Fac  Nurs  sponsor
“Transborder Smoke-Free Campus Partnership Tobacco Policy Use Questionnaire.”
Approved: 9/10/03

F. Full Reviews:
Christauria Welland, Psy.D.
Ms. Elaine Elliott, M.A.
"Project Quetzalcoatl"

Motion to approve pending modifications by Dr. Taylor, seconded by Dr. Scherr, 9-0-0 with the following required modifications:

1. p. 11 of the proposal: you state that if the assistants encounter a situation which is a matter for concern they will refer this to the program director; please specify the criteria that will be used to determine concern. For example, might this include particular answers to certain questionnaire items and/or might there be specific answers to open-ended questions that might alert the researchers to a problem.

2. p. 14 at the bottom is incomplete.

3. Please clarify exactly what will transpire at the 6 month post graduation telephone call with the spouses. It was not clear whether questionnaire items were to be asked over the phone or whether there is a specific protocol in place for this conversation.

4. It was the committee consensus that the informed consent still reads above a 6th grade level; please simplify wherever possible.

5. The way you have phrased the plan for storage and destruction of documents does not clearly reflect the law which states that all data must be kept in a secure and locked location for a period of at least 5 years, at which time they can be destroyed. Note that the data can, legally, be kept infinitely.

G. Other Business (Part B):
- There was no other business for discussion.

H. Adjournment:
- The meeting was adjourned at 1:38 pm.

Respectfully submitted,

Bernadette Maldonado
IRB Staff Representative/IRB Administrative Support