Members present: Brad Chase (School of Business), Min Chung-Park (Graduate Student Rep stand-in), Cynthia Gantt (Community Member stand-in), Jane Georges-late arrival-(School of Nursing), Bernadette Maldonado (Staff Rep), Daniel Martinez-late arrival-(Undergraduate Student Rep.), Donald J. McGraw (Administration), Ron Pachence, (College of Arts & Sciences Rep), Mary Scherr (School of Education), Allen Snyder (School of Law), Annette Taylor (Chair, Arts & Sciences, Psychology Department).

Members Absent: Sandra Bibb (Community Member); Jacqueline Rychnovsky (Graduate Student Rep).

1. **Announcements/Minutes (Part A):**
   - Approval of minutes from the September Board meeting (deferred)
   - Dr. Taylor welcomed Min Chung-Park and Cynthia Gantt who attended the meeting as fill-ins in the absence of Jacqueline Rychnovsky and Sandra Bibb, respectively. She later welcomed Fr. Ron Pachence, acting College of Arts & Sciences Representative.

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

   A. **Summary Reports:**

   2002-11-011
   - Dr. Brad Strawn  PLNU, San Diego
   - Dr. Jennifer Lento  Fac  Psych.  USD sponsor
   - “Correlation of Self-Perception and Image of Christ Using the Five-Factor Model of Personality.”
   - Project completed: 12/2/03

   B. **Continuation Approvals:**

   2000-07-039
   - Ms. Sarah Whitaker  Doc  Nurs
   - Dr. Mary Jo Clark  Fac  Nurs
   - “Homeless Mothers’ Perspectives of Parenting in Shelters.”
   - Approved: 12/2/03

   2002-01-029
   - Dr. Jennifer Lento  Fac  A&S
   - “The Relation of Psychosocial Factors to Peer Aggression and Victimization in College Students.”
   - Approved: 12/2/03

   2001-11-017
   - Dr. Jennifer Lento  Fac  A&S
   - “Psychological Factors Associated with Peer Aggression and Victimization in College Students.”
   - Approved: 12/2/03
2000-12-027
Dr. Patricia Kowalski  FAC  A&S
“An Exploratory Study of Changes in Students Psychological Misconceptions.”
Approved: 12/2/03

1993-07-006
Dr. Patricia Kowalski  Fac  Psych
“Observations of Children’s Play.”
Approved: 12/2/03

C. Modifications Pending and Approved:

2003-08-121
Ms. Marilyn Macdonald  Doc  Nurs
Dr. Diane Hatton  Fac  Nurs
“Exploring Difficult Nurse Patient Encounters.”
Researcher-requested modifications approved: 11/24/03

D. Expedited Review Actions:

2003-11-012
Susan K. Lessani  Doc  Nurs
Dr. Jane Georges  Fac  Nurs
"Evaluating Computer Education Needs in an Acute Care Setting."
Approved: 11/18/03

2003-11-013
Dr. Lee Williams  Fac  Educ
"Class Project for MFT 200."
Approved: 11/20/03

2003-11-015
Salvador Rivas, Jr.  Grad  Educ
Dr. Dan Miller  Fac  Educ
"State of Affairs of Latinos in College Administration"
Approved: 12/2/03

E. Exempt Reviews:

None

F. SDSU/USD Joint Doctoral Program Reviews:

None
G. Full Reviews (Part A):

2003-12-016
Ms. Edna Domingo Doc Nurs
Dr. Jane Georges Fac Nurs
"Chronically Ill Adolescent Involvement in Health Treatment Decision Making."

After detailed Board discussion, Dr. Taylor motioned to table the vote for this proposal until Dr. Georges arrived to the meeting, seconded by Ms. Maldonado, 6-0-0, due to the need to receive additional information/clarification from Dr. Georges (as dissertation faculty advisor).

1. Announcements/Minutes (Part B):
   - The minutes of the September meeting were approved as written, 8-0-0.

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

H. Other Business (Part A):
   - Dr. Taylor addressed business from October’s agenda, specifically the need for a slight modification to Continuation Form to include signature lines for dean/dean's representative and for IRB representative. The Board unanimously agreed to implement this modification.
   - Dr. Taylor reminded the Board of its responsibility to provide feedback and vote on the web-based IRB educational link. Ms. Maldonado offered to redistribute the link to the Board and to collect the feedback and votes from the Board members, with a deadline for input and voting set for December 29th, 2003. In relation to this matter, Dr. McGraw suggested ways to convey IRB education to the USD community. Following a brief discussion, the Board agreed that the best way to proceed is to restrict communication by posting the educational link on the Provost’s main web page. Thus, only to those faculty/students beginning to engage in research would need to complete the IRB educational tutorial.
   - Dr. Taylor announced that she will be offering a short workshop for faculty on classroom assessment within IRB guidelines.

G. Full Reviews (Part B):

2003-12-016
Ms. Edna Domingo Doc Nurs
Dr. Jane Georges Fac Nurs
"Chronically Ill Adolescent Involvement in Health Treatment Decision Making."

After Dr. Georges arrived to the meeting, Dr. Taylor shared some of the Board’s concerns regarding this proposal with her. Dr. Georges sufficiently addressed most of the Board’s concerns. Motion to approve pending modifications by Dr. McGraw, seconded by Dr. Taylor, 9-0-2, with the following required modifications:
1. Under Subjects and Recruitment please specify your sample size. Also note how you are going to control for the ability to read English at the 5th grade reading level, or, alternatively, how you might be assured that all participants completely understand each item.

2. Note that HIPAA is an acronym for “Health”, not “Hospital”…..

3. Under Instruments please provide evidence for both the reliability and validity of the measures you are proposing to use.

4. Under Stipend please change the wording from “…who completes the research study.” To read, “….who enrolls for the research study.” To only compensate those who complete the study is coercive.

5. Under Benefits please rephrase the monetary compensation to give the sense of enrolling, rather than the necessary completion of all questionnaires.

6. Please include a plan for data analysis.

7. Please re-letter the Appendices. It was confusing that the same letters were used more than once.

8. Parents’ Consent Form:
   a. eliminate the word “Hello” and just start with “My name…”
   b. in all places where you note that you are a graduate student please change it to doctoral student.
   c. change the HIPAA definition from “Hospital” to “Health”.
   d. rephrase the benefits statement to indicate that “Your child will receive $25 after he/she enrolls in the study.”
   e. small grammatical error: “…would like to be involved…” add the word ‘be’.
   f. under “Authorization” please add the phrase, “I have received”, so the sentence reads, “…to ask questions and I have received a copy of…”

9. Participants’ Assent Form:
   a. 2nd sentence, take out the word “may”; this children do have a chronic illness.
   b. 2nd paragraph: grammatical error: The 3rd sentence should read: “I will be with you in a quite room while you…”
   c. end of that paragraph again change the coercive language on payment for participation.
   d. 3rd paragraph: change ‘throw away’ to ‘destroy’.

10. The questionnaires are replete with many serious grammatical errors and are very difficult to follow. The question arose in IRB deliberations about why you couldn’t just use the original forms versus retyping them.
    a. Please have a separate page for demographic information and then do not repeat it on each page, just include the Code Name.
    b. Repeat your response scale at the top of each consecutive page of items for each questionnaire.
    c. Clean up grammar throughout.
    d. For the Memorial Symptom Assessment Scale the response categories are very confusing. Some numbers repeat and some numbers have multiple response categories.

H. Other Business (Part B):

- Dr. Taylor solicited the Board for recommendations for a new chairperson to fill her sabbatical vacancy next academic year. Following a brief discussion, the Board unanimously elected Dr. Georges as its interim chair.
I. Adjournment:
   • The meeting was adjourned at 1:53 pm.

Respectfully submitted,

Bernadette Maldonado
IRB Staff Representative/IRB Administrative Support