

Instructional Research and Design MINUTES OF MEETING

Date : **Feburary 4, 2014 4:00 PM**

Venue : Brockmann Conf Room

Attendees: Lanny Wilke, Larry Strizich, John Snider, Brigit Hemmer

Minutes Taken By : Brigit

Handouts: MSU-N IRB Requet for Exemption, Guidelines and procedures, Application for IRB review, previous meeting minutes

Issues	By	Discussion & Decision	Responsible	Deadline
Review of 10/1/13 minutes		Accepted with change that signature of attendees no needed		
IRB application		Can we combine IRB application into one form <ul style="list-style-type: none"> • That would be submitted as policy • Needs to go to the Senate 	Larry	
IRB Guidelines and Procedures		Could we accept IRB guidelines and procedures as written? Do we need administrative members? Bozeman does not have any administrative members		
MSU Website		Look at Bozeman's – Bozeman has one form CITI Training for board and students who go through IRB process or sit on the board – you can print out a certificate <ul style="list-style-type: none"> • For board member = 8 hours whoever is appointsed or the principal investigator • Students going through IRB is 45 min process 		
Next Meeting		Date: March 4 th , 2014 – 4:00 PM in Brockmann Conf room Minutes to Steven Don and Marianne Hoppe Approve one application form and send to Senate		