Agenda for Tuesday's meeting.
1. Richard Adler wishes to discuss IRB information with us.

Sort of a slippery slope who should and should not submit IRB. There is a fine line between class project and research/capstone/thesis, etc. But in general:

- Class projects, do not need IRB, unless
  1. the results are being published (such as in a venue like the SAC) or
  2. it involves and “invasive” questions, etc.

- Research, does need IRB. Any research done on human subjects should be reviewed.
  - A survey from ITS could be used as long as confidentiality and privacy can be ensured. Lime Survey is better for this than external survey engines.
  - Only one person (Exempt) or two (Expedited) has to review and give IRB approval for most projects and it doesn’t take much time (allow 2 weeks). A full review (whole committee) will take much longer. Relatively few projects fall into this category.
  - The SAC committee will, in actuality, need to screen through the applications and determine if they need IRB approval or not, if there are any doubts the applications could be sent to the IRB committee to be looked at.
  - Concerned with the data getting to the public, APA manual could help. Faculty needs to encourage proper research procedures and we need to find a way to communicate that with them. Nancy – it sounds like this probably could be an area of the application/information to departments sessions that you might want to head?
  - Email/all chairs meetings/faculty development day sessions etc. from Provost Blackhurst to all faculty could help on this and other quality control related issues (such as the plagiarism, for instance).
  - October 16th faculty Q&A session for IRB
  - Probably invite the provost to discuss this issue with SAC committee regarding IRB approvals
  - Class IRB (1 IRB, all 12 students names and projects on it) are a paperwork saving possibility
2. Review charge, etc.

- No action, item 1 took 45 minutes.

3. Review/discuss changes and plans for this year.

- 2 tiered application process
  - Exact deadline for tier 1, (MnCUSCA, and preview guide) needs to go out soon.
    - January 31st for MnCUSCA
    - February 28th for all the other applications
    - April 8th – State conference. Sunday night - Monday

- Communication with departments about changes, urge to participate.
  - Do this again

- Preview guide. Format - (online only, both online and print, abstracts only print + online preview guide and schedule, etc.)

- Date of MnCUSCA is April 8th, with "mandatory?" Sunday arrival.

- Tentatively, our keynote speaker for this year (15th anniversary) has already been chosen
  - Ryan Sylvester, B&I

- Other? Let me know.