

## **IRB Committee Meeting Minutes**

8/12/2025

11-11:55 AM

**Members:** Carl Igo, Oguzhan Basibuyuk, Thomas Shiller, and Eric Funasaki

**Revit IBB Calendar:** It was decided o send the calendar to the Provost office and request that the calendar be shared to all faculty.

**Revisit Forms/Website Changes Needed:** Carl is going to work on sending out new forms for us to review this week so that we can add to the IRB website for us to review. It was requested that we change Carl's access on the IRB system so that he can help better manage forms. Eric is going to help him with this process. We are going to work to add all items on the website by the first of September. This will also include the creation of a Reliance Agreement policy.

**IRB Trainings:** We asked Eric to share about the IRB process and training materials at the onboard training and to schedule a webinar or lunch and learn early in the semester.

**IRB Summer Proposals:** Carl gave and update on the IRBs that were submitted and approved this summer.

## **IRB Committee Meeting Minutes**

5/7/2025

9-10 AM

**Members:** Carl Igo, Tom Matula, Jennifer Miller-Ray, and Eric Funasaki

**IRB Updates:** Carl shared the new exempt process. We have reviewed 14, 1 was returned with modification, and 1 is pending since Spring Break.

**Summer IRB Proposals:** Tom and Jennifer will review.

**IRB Trainings:** Eric will help the IRB committee share with new faculty the IRB process, IRB website, and IRB calendar.

**IRB Calendar:** IRB Due Date 2 Weeks Out prior to the monthly IRB meeting. 1<sup>st</sup> Friday of the Month at 9 am with the exception of the January. Jennifer will send this out

IRB committee will meet on August 8<sup>th</sup>

Training Materials

Website

\*Eric will ask about the website.

## **IRB Calendar**

## **2025-2026 Submission Calendar**

**(14 day return for exempt reviews, 30 days for expedited & full review)**

<b>Due Date</b>	<b>Meeting Date</b>
August 22, 2025	September 5, 2025
September 19, 2025	Oct. 3, 2025
Oct. 24, 2025	Nov. 7, 2025
Nov. 21, 2025	Dec. 5, 2025
Dec. 19, 2025	Jan. 9, 2026
Jan., 23, 2026	Feb. 6, 2026
Feb. 20, 2026	March 6, 2026
March 20, 2026	April 3, 2026
April 17, 2026	May 1, 2026

## **IRB Committee Meeting Minutes**

March 25, 2025

2-3 PM

**Members:** Tom Matula, Carl Igo, Oguzhan Basibuyuk, Thomas Shiller, and Eric Funasaki

**IRBs Reviewed and Approved:** Tom and Oguzhan reviewed the following proposals.

- Ricardo Mendez is researching Texas-Mexico Border Digital Literacy Among Middle School Teachers (Pending)
- Jessika Ledezma is researching The Impact of Artificial Intelligence for Small Business Development (Approved)
- Alma Rodriguez is researching Artificial Intelligence in HR Onboarding in the Banking Industry (Pending)
- Pricilla Gonzalez is researching Exploring the Impact of a Librarian and the Success of a 1:1 Initiative (Pending)
- Cynthia Besares is researching Social Presence and Student Engagement: A Survey of Online Learning Experiences (Approved)

**IRB Training:** We requested that we plan an IRB training for next fall.

**Need for IRB Calendar:** We discussed that we need to come up with an official IRB calendar for next academic year as a goal.

## **IRB Committee Meeting Minutes**

2/18/2025

2-3 PM

**Members:** Tom Matula, Carl Igo, Oguzhan Basibuyuk, Thomas Shiller

**IRB Forms:** Carl Igo shared a new IRB project closure form that we adopted. The form was sent to Eric with the request it be added to the IRB site.

**IRB Management Support:** Carl volunteered to work with Eric to help support IRB assignment.

**IRBs Reviewed:** The committee reviewed IRBs that were approved over the last few months to include 1 submitted by Dr. Trotman. Oguzhan and Tom will be reviewers for the next month.,

**IRB website improvements:** It was requested that the website be updated. Jennifer offered to provide support.

## **IRB Committee Meeting Minutes**

Nov. 5, 2024

2-3 PM

**Members:** Tom Matula, Carl Igo, Oguzhan Basibuyuk, Thomas Shiller

**IRB Processes Needed:** Jennifer shared the following IRB processes that we need to work with the provost office to address. The provost office has asked the Office of Sponsored Programs to house the IRB system.

- Assigning Decisions on IRBNet.org
- Office that will oversee the IRB system so we can create consent letters with the appropriate office overseeing the university process.
- Website Needs

### **IRBs Reviewed:**

- a. Dr. Alicia Trotman and Kayla Wagoner, Administration of the Wellbeing Improvement Survey for Higher Education Settings (WISHES) Instrument, Jennifer Miller-Ray
- b. Assessing Teacher Perceptions of Assistive Technology for Students with Dyslexia and ADHD: Identifying Gaps and Opportunities in Professional Development, Tom Matula
- c. Media Literacy Training for High School Educators, Carl Igo
- d. Leveraging Artificial Intelligence with Newsela: Bridging the Learning Gap, Carl Igo

## **IRB Committee Meeting Minutes**

Oct. 22, 2024

2-3 PM

**Members:** Tom Matula, Carl Igo, Oguzhan Basibuyuk, Thomas Shiller

**Office Needed for IRB:** We decided to send a formal request to the Office of the Provost to identify which office will house the IRB system/.

**Account Creation:** We need to identify how accounts are created. We decided to reach out the provost office to see if we could gain access to the management system .