

Middle Georgia State University (MGA)
Institutional Review Board (IRB)
Minutes of Meeting No. 1
Friday January 20, 2023
Microsoft Teams

Members in Attendance: Elaina Behounek (Chair), Shauna Mein (Recorder), John Powell Hall, James Hagler, Christopher Cairney, James Collins, Obinyan Evaristus, Richard Brinkley, Tamara Gray, Whitney Hamilton, Kim Johnson, Tami Godman, Kim Pickens, Otto Schwake, Kristin Sulinski, Deborah Stanfield, Chi Ngai Cheung, Heather McIntosh.

1. **Call to order:** The meeting was called to order at 11am by Dr. Elaina Behounek.
2. **Discussion about proposed training for IRB members:** The number of modules and the time commitment for training was established then the expiration date for the training was determined. It was confirmed that after the expiration date of the training, an automatic prompt for a refresher would be sent to IRB members from the training course provider. Helpful contributions to this discussion were made by Dr. Otto Schwake, Dr. Chi Ngai Cheung, Dr. Christopher Cairney, Dr. John Hall, Dr. Kim Pickens, and others.
3. **Approval of 3-year expiration date for IRB member training:** A motion was made by Dr. John Hagler to approve the 3-year expiration date. The expiration date was approved by a majority vote (16 yea's).
4. **Discussion about timeline for completion of IRB member training:** IRB members reached a consensus about reasonable timeline expectations for completions of their training. Important contributions to the discussion were made by Dr. Elaina Behounek, Dr. John Hall, Dr. Christopher Cairney and others.
5. **Approval of both a suggested completion date (end of MGA spring break 2023) and a mandatory completion date (May 10th 2023) for IRB member training:** A motion to approve both proposed completion dates was made by Dr. John Hall