

Institutional Review Board

Purpose(s): The Institutional Review Board is responsible for providing critical oversight for proposed research projects conducted at the College, in accordance with the Research Act of 1974. Members meet on an as needed basis to review and make informed decisions about whether proposed research projects are ethical and appropriately protect the rights and welfare of participating human subjects.

Membership: The Institutional Review Board consists of the following:

- Director of Institutional Research
- Deans of the academic divisions
- Coordinator of Nursing
- One (1) student services representative
- Three (3) teaching faculty members

Authority: The committee reports and makes recommendations to the Vice President of Instruction and Student Services for action and/or further recommendation through the normal administrative process.

First Meeting: To facilitate organization, the first meeting of the academic year is called by the administrative *ex officio* member of the committee. Future meetings are called by the chair.

Committee Chairmanship: The committee shall elect a chairman from among its membership. The chair is responsible for calling all meetings and ensuring 1) fulfillment of the committee's purpose, 2) employment of Robert's Rule of Order, and 3) recording and posting of minutes in designated public folders.

Record Keeping: Unless otherwise indicated, the committee shall elect a secretary from among its membership. The secretary is responsible for recording minutes and providing them to the chair for review and approval by committee.

Minutes: Minutes are recorded, and following approval, posted in the College's public folders.

Institutional Review Board Members

2019-20:

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| James Baker | Robert May |
| Deborah Clarkston | Beth Page |
| William Galliher | Katherine Stephens |
| Nan Jones | Jan Stout |
| Barbara Manuel | Pansy Waycaster |