

2012-2013 Year-End Committee Report Form

Committee: Institutional Review Board (IRB)

Chair: Kristen Radsliff Rebmann

Chair-Elect for 2013-2014:

Kristen Radsliff Rebmann, Associate Professor
School of Library & Information Science
San José State University; One Washington Square
San José, CA 95192-0029; (760) 579-1537
kristen.rebmann@sjsu.edu

Number of Meetings held: 7

Items of Business Completed 2012/2013

1. Statistics collected for work completed by the IRB (2012).
Summary of 2012 IRB Protocols.

Total Reviewed	559
Faculty Principal Investigators (PIs)	170
Student Principal Investigators (PIs)	389

Protocols Requiring Full Board Review:	
2012	1
2013 (through May)	2

Research Protocol Submissions Determined to be Exempt (See IRB application for categories of exempt research.):	
Exempt Category #1	86
Exempt Category #2	89
Exempt Category #3	1
Exempt Category #4	33
Exempt Category #5	1
Exempt Total	210

Reviewer-Approved Protocol Submissions:	
Approval - Expedited	2
Approval - Expedited Minimal Risk	176
Approval - Expedited Reasonable Risk	44
Approval - Expedited Total	222

Status of Protocols Not Reviewed	
Not research	6
No Human Subjects	44
IRB Registration (research activities that do not need to go through a formal IRB review at SJSU).	44
Withdrawn	2
Closed	17
Not Reviewed Total	113

2. Filled challenging medical advisory board member vacancies. The full membership status of the IRB placed the committee in full federal compliance.

3. Moved committee meetings to new campus-wide adopted conferencing software (WebEx). IRB members received microphone-enabled headsets to support this transition. Positive results of this move included the ability to record meetings and accommodate distributed membership. IRB member participation in meetings increased by over 50% during 2012-2013.

4. Developed strategies to improve reviewer consistency in evaluating protocols using Action Research methodology.

5. A process was developed for addressing protocol resubmissions lacking changes requested by IRB reviewers.

Unfinished Business Items from 2012/2013
1. Collecting resources for IRB reviewers to refer to as they review challenging submissions.
2. Developing guidelines for reviewing protocols involving MOOCs and other virtual contexts.

New Business Items for 2013/2014
1. Updating, revising, and developing new consent forms to assist researchers in preparing new protocols.
2. Ongoing review of new protocol submissions.

Please return to the Office of the Academic Senate (ADM 176/0024) by June 2013.