

Institutional Review Board Committee

Monday September 16, 2013

4:00 p.m.

Building 1 Conference Room

Chair: Sandra Hunter

Vice-chair: Josh Weaver

Secretary: Zak Mathews

Members Attending: Sandra Hunter, Zak Mathews, Sara Singleton

Members Absent: Josh Weaver, Reggie Baker

Minutes from Meeting (9/16)

Agenda Item

I. Election of Officers

Presenter: Sarah Singleton

- Sara Singleton motioned to elect Sandra Hunter to Chairman of the Institutional Review Board Committee with a second from Zak Mathews. The motion was approved.
- Sandra Hunter motioned to elect Josh Weaver to Vice Chair with a second from Sara Singleton. The motion was approved.
- Sandra Hunter motioned to elect Zak Mathews to treasurer with a second from Sara Singleton. The motion was approved.

II. Committee Charter

Presenter: Sara Singleton

- Sara Singleton presented the objectives and the charter for the Institutional Review Board and the SACS Comprehensive Standards for the IRB.

III. Introductions

Presenter: All

- Sandra, Zak, and Sara all gave a brief summary of the academic and work experience.

IV. Meeting Adjourned

Other Information

Next Meeting: To be determined when needed