

Institutional Review Board
September 26, 2012
3:00 pm

Members Present

Joshua Weaver – Instructor, Science

Michelle Lieberman – Instructor, Social /Behavioral Science

Almeta Woolard – Director, Institutional Effectiveness and Grants

Reginald Baker - Community Representative

Sandra Hunter - TRiO Student Support Services, Student Success Coordinator

- The meeting was opened and officers were elected: Almeta Woolard, Chair; Joshua Weaver, Vice - chair; and Sandra Hunter, Secretary.
- Almeta Wolard distributed information on the purpose of the board and the Organizational guidelines as defined in Appendix 2: Beaufort County Community College Faculty and Staff Manual.
- Ms. Woolard gave the group a brief history of the Institutional Review Board (IRB) and explained the changes in the committee make up. She asked all members of the committee to review the information on the school web site and suggested we make a notebook with the information for future meetings. Ms. Woolard stated she would make a notebook for Mr. Baker.
- Dixon Boyles is pursuing his PhD and will be contacting the IRB to submit a request to use his English class in his research.
- Ms. Wolard will make sure the committee is registered with the NSF.
- All requests will be made to the IRB with final approval from the president.
- Wednesday at 3:00 was selected for the next meeting day and time, the date to be determined; we will meet once we have received a request.
- The meeting was adjourned.

Submitted by: Sandra Hunter