

**Research Ethics Board Meeting
May 10, 2013
9:30 – 12:00 noon – G2105**

Present: Kyle Matsuba, Chair, Maureen Buchholz (Community Member),
Nathalie Gagnon (via Skype) Kevin Hamilton, Constanza Rojas-Primus, (quorum)

Regrets: Lisa Kitt and Michaela Lucas,

Recorder: Leslee Birch

MINUTES

		Time
1	Approval of Agenda <ul style="list-style-type: none"> Unanimously approved as amended 	
2	Approval of Minutes of the Meeting of April 12, 2013 <ul style="list-style-type: none"> Unanimously approved as amended 	
3	Business Arising from the Minutes	
3.1	Evaluation of the Board – Chairs and Members reminder <ul style="list-style-type: none"> Forms continue to develop with the feedback received Evaluation of the Chair and self-evaluation will be submitted in December and the summer 	
3.2	Forms – Full Application (Form 8) and Course Base Research (Form 6) & ROMEO <ul style="list-style-type: none"> Continue to be developed on ROMEO Website content <ul style="list-style-type: none"> Received suggestions on document style Continue to update website to assure ease of use Suggest resources link for members and another for researchers Piloting in the summer 	
3.3	G27 – Policy & Procedures revisions discussion <ul style="list-style-type: none"> Revision to membership Chair term re-evaluated Compensation If the REB is dysfunctional – the AVP could step in and impose the membership change Section #9 – Chair to meet with appropriate various departments to discuss risk Tabled until June 21, 2013 Meeting – Membership, Compensation and Section #6 	
3.4	REB Admin Assistant update <ul style="list-style-type: none"> Selected candidate did not accept this position based on a second offer 	
4	Operating Procedures -	
4.1	Assignment of reader procedure for minimum risk protocols <ul style="list-style-type: none"> Will follow Chair's review and decision Only the individuals acting as reviewers will be required to focus on the applications assigned 	

5	Full Reviews and Delegated Review - none	
6	Expedited Reviews	
6.1	2013-013 – approved	
6.2	2013-014 - approved	
6.3	2013-015 – approved	
7	Revisions	
7.1	2013-007 – approved	
8	Questions - None	
9	Completion/Progress Reports	
9.1	2010-016	
9.1	2010-043 CBR	
10	Any Other Business	
10.1	New Community Member Update <ul style="list-style-type: none"> Alternative sites suggested for recruitment 	
10.2	Exempt application to consider <ul style="list-style-type: none"> Example of quality assurance rather than research 	
10.3	Chairs Report <ul style="list-style-type: none"> IET & Privacy/Organizational Risk <ul style="list-style-type: none"> IET will provide a document on security, encryption, etc Risk Management will clarify the policy on privacy regarding students and employees of Kwantlen Faculty of Arts Workshop & Diane Salter – SoTL & Ethics article <ul style="list-style-type: none"> Template was requested Disused the kinds of research that falls under SoTL 	
10.4	CAREB Report – Kyle Matsuba <ul style="list-style-type: none"> Reviewed the various topics featured at the conference <ul style="list-style-type: none"> Value of the TCPS2 Quality Assurance Institutional Research International Research SoTL Departmental Review 	
10.5	Constanza Rojas-Primus- Langara College – Ethics Discussion Report <ul style="list-style-type: none"> Discussed the declaration which came out to the meeting in Fredericton, NB and REBs developing relationships with researchers 	
11	Next meeting dates <p>June 21, 2013 9:30 am – 12:00 noon Birch 106</p> <p>September, 2013 – 2nd Friday of the month August, 2014 A2410</p>	
12	Adjournment	