

**Research Ethics Board Meeting
November 16, 2012
9:30 – 12:00 noon Coast Capital Library – A2410**

Attendees: Kyle Matsuba, Chair, Nathalie Gagnon, Kevin Hamilton, Lisa Kitt,
Michaela Lucas, Marion Taylor

Regrets: Constanza Rojas-Primus

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 October 19, 2012 <ul style="list-style-type: none">Unanimously approved	
3	Business Arising from the Minutes	
3.1	<ul style="list-style-type: none">Consent Form<ul style="list-style-type: none">The board provided feedback with regard to editing and examples and suggested additional content.	
3.2	<ul style="list-style-type: none">Website<ul style="list-style-type: none">May be ready for review at the next meeting	
3.2	<ul style="list-style-type: none">New REB Member Orientation<ul style="list-style-type: none">Booklet is in the preparation stageKevin Hamilton will look for workshops, presentations and publications that will help orient new members	
3.3	<ul style="list-style-type: none">Evaluation of the Board – Chairs and Members<ul style="list-style-type: none">The board discussed their initial viewsNathalie Gagnon will be revised the initial document for the next meeting	
4	Operating Procedures - None	
5	Full Reviews and Delegated Review	
5.1	2012-030 – approved	
6	Expedited Reviews	
6.1	2012-029 – pending	
6.2	2012-035 – approved	
7	Revisions	
7.1	2012-009 - approved	

8	Questions - None	
9	Completion/Progress Reports	
9.1	2011-029	
9.2	2010-002	
10	Any Other Business	
10.1	<p>Educating the Kwantlen community on Ethics</p> <ul style="list-style-type: none"> • Reading application for honours students <ul style="list-style-type: none"> ◦ If an individual member decided to review students' applications, they are doing it as an individual, not as a represented of the REB ◦ Need to assure the instructors who teach research courses are extremely well versed in the ethics procedure and requirements 	
10.2	<p>Advertising for Faculty and Community Members</p> <ul style="list-style-type: none"> • Positions are available for 3 faculty members and one Community Member <ul style="list-style-type: none"> ◦ The Board discussed various options of recruitment and needs of the REB ◦ Length of term and number of term renewals were discussed ◦ Nathalie Gagnon will look at other models • A replacement Community member is required as of December, 2012 until August, 2013 <ul style="list-style-type: none"> ◦ Suggestions were made on how to fill the position • G27 was discussed and will be reviewed at the next meeting <ul style="list-style-type: none"> ◦ Member Terms 	
10.3	<p>ROMEO</p> <ul style="list-style-type: none"> • Reviewer instruction to be updated and Kevin Hamilton will do a pilot test 	
11	<p>Next meeting dates</p> <ul style="list-style-type: none"> • Meeting Times for May and June, 2013 <ul style="list-style-type: none"> ◦ Members will forward their availability for Summer Term <p>December 14, 2012 A 214 9:00 am – 12:00 noon January 11, 2013 9:30 am – 12:00 noon February 8, 2013 9:30 am – 12:00 noon March 8, 2013 9:30 am – 12:00 noon April 12, 2013 9:30 am – 12:00 noon</p>	
12	Adjournment	