

**Research Ethics Board Meeting
February 8, 2013
9:30 – 12:00 noon ORS Meeting Room – A2410**

Attendees: Kyle Matsuba, Chair, Maureen Buchholz (Community Member), Nathalie Gagnon, Kevin Hamilton, Lisa Kitt, Michaela Lucas, Constanza Rojas-Primus (quorum)

Recorder: Leslee Birch

MINUTES

		Time
1	Approval of Agenda <ul style="list-style-type: none">Unanimously approved as revised	
1.1	Community Member – Welcome to Maureen Buchholz <ul style="list-style-type: none">Members welcomed Maureen and introduced themselves describing their fields of education, teaching and research	
2	Approval of Minutes of the Meeting of January 11, 2013 <ul style="list-style-type: none">Unanimously approved as revised	
3	Business Arising from the Minutes	
3.1	Evaluation of the Board – Chairs and Members – attachment <ul style="list-style-type: none">Self-reflection – ongoing process<ul style="list-style-type: none">Meant to probe and make you thinkThe REB members will be asked to use the forms and report backCould include relations with ORS	
3.2	Forms – Course Base Research – Feedback <ul style="list-style-type: none">Tutorial to faculty members that are involved in teaching research methods course – presentation at Welcome Back meetingsCourse Outline will be required in order to establish end dates for approvalsA new draft will be prepared for the for next meeting Forms - Consent Form <ul style="list-style-type: none">Three sample consent forms for student, faculty and community will be circulated for feedback	
3.3	G27 – Length and number of terms of REB Members <ul style="list-style-type: none">Kyle Matsuba will discuss the policy with KFA, Bob Davis	
3.4	<ul style="list-style-type: none">Minimal and non-minimal risk – no new comments	
3.5	Website <ul style="list-style-type: none">Draft website will be removed from public viewing	
4	Operating Procedures - None	
5	Full Reviews and Delegated Review	
5.1	2012-041 – approved	

5.2	2012-043 – approved	
5.3	2012-044 – approved	
6	Expedited Reviews	
6.1	2012-040 – approved	
6.2	2012-042 – approved	
6.3	2013-001 – approved	
6.4	2013-002 CBR – approved	
6.5	2013-003 CBR – approved	
6.6	2013-004 – approved	
6.7	2013-005 – approved	
7	Revisions	
7.1	2006-036 – approved	
7.2	2012-032 – approved	
8	Questions - None	
9	Completion/Progress Reports	
9.1	2012-022 CBR	
10	Any Other Business	
10.1	Conference updates <ul style="list-style-type: none"> • Constanza Rojas-Primus will continue to work with the founding group of the Ethics Summit noting a Declaration has been prepared • Kevin Hamilton discussed the risk section of his report on the PRIM&R conference 	
10.2	REB Administrative Assistant <ul style="list-style-type: none"> • The Board was updated on the progress of the REB Assistant search. 	
10.3	Click eResearch Solutions <ul style="list-style-type: none"> • Kevin Hamilton provided details on a software program designed for REB usage 	
10.4	New REB Members for 2013-2015 <ul style="list-style-type: none"> • Recommendations for three new members were selected to submit to the AVP Research for approval 	
11	Next meeting dates <p>March 8, 2013 9:30 am – 12:00 noon</p> <p>April 12, 2013 9:30 am – 12:00 noon</p> <p>May 10, 2013 12:00 noon– 2:00 pm – meeting room TBA</p> <p>June 21, 2013 9:30 am – 12:00 noon - meeting room TBA</p>	
12	Adjournment	