

**May 30, 2011**  
**12:00 – 2:00 p.m.**  
**MCD350-L**

**BROCK UNIVERSITY RESEARCH ETHICS BOARD**  
**Minutes of the May 30, 2011 Meeting**

**Attendees:**

Bordonaro, Karen  
 Chalmers, Heather  
 Ditor, Dave  
 Down, Susan  
 Frijters, Jan  
 McGinn, Michelle  
 Shores, Bevin  
 Tardif-Williams, Christine (not present for voting)  
 Thomson, Ron  
 Torti, Jacqueline  
 Walker, Lori  
 Williams, Kate

**Regrets:**

Falk, Bareket  
 Hodson, Gordon  
 Liu, Jason  
 Lovering, Mary  
 Rawlings, Kevin  
 Rose-Krasnor, Linda

<b>MINUTES</b>		
<b>ITEM</b>	<b>DISCUSSION</b>	<b>ACTION</b>
1	<p><b>Welcome:</b></p> <p><b>Motion to approve May Agenda</b> (BS, SD)                      · Approved 9, Opposed 0, Abstentions 0</p> <p><b>Motion to approve April decision reports</b> (HC, RT)                      · Approved 9, Opposed 0, Abstentions 0</p> <p><b>Motion to approve April minutes</b> (DD, JF)                      · Approved 8, Opposed 0, Abstentions 1</p>	
2	<p><b>Updates from Previous Minutes</b></p> <p><b>REB Survey</b></p> <ul style="list-style-type: none"> <li>· Need analysis before July 1<sup>st</sup> for the annual report</li> <li>· Results to be shared at the next REB meeting (June 20<sup>th</sup>)</li> <li>· LW and JF to develop a survey for REB members about training, processes, etc.</li> <li>· It is anticipated that this will also be incorporated into the annual report</li> <li>· The Research Ethics Office will be in touch about the survey via email</li> </ul> <p><b>Research Ethics Administrative Support</b></p> <ul style="list-style-type: none"> <li>· LW, MM, JF, and BR met with VP-Research to discuss this issue.</li> <li>· The VP-Research seemed amenable to the staffing issues but requested some research be done on other universities</li> <li>· While we have not fallen behind with turnaround time, we have had a lull with application submissions and suspect this will change with the two REBs</li> <li>· Noted it will be a challenge from here on to keep up with cuts to REB resources</li> <li>· Current tasks beyond reviews and education include: the REB Satisfaction Survey, Annual Report, getting the office aligned with the new TCPS, resourcing for the new BREB etc.</li> </ul>	

		<ul style="list-style-type: none"> <li>· Conveyed to VP-Research that summer months are not slow for research, therefore this is not a “break” for the REB – in the past we have had peaks in May and July</li> <li>· VP-Research understood these concerns</li> <li>· VP-Research suggested potential for a temporary (one year) position for ethics</li> <li>· After full-time administrative support for a year we will be in a better position to see what the electronic system can do for us and better understand the needs</li> <li>· More broad support from ORS administrators versus a specific ethics support person was discussed</li> <li>· Suggested that if turnaround times start to increase, language can be added to intake letters explaining this issue</li> <li>· We will keep members posted and continue to work towards this.</li> </ul>	
3	<b>New Business</b>	<p><b>Quorum for Meetings</b></p> <ul style="list-style-type: none"> <li>· KW put together some statistics regarding quorum (circulated at the meeting)</li> </ul> <p>Options to achieve quorum were discussed:</p> <ul style="list-style-type: none"> <li>· improve attendance – call the house, stress the importance of attendance for all members, replace members who exhibit poor attendance</li> <li>· Reduce quorum requirements <ul style="list-style-type: none"> <li>-figure out the number of people we can reasonably expect to depend on to be present at meetings</li> <li>-Must satisfy TCPS requirements (Article 6.4)</li> <li>-change to simple majority – at least 50%</li> <li>-teleconference or video conference (technological additions)</li> </ul> </li> <li>· Could set quorum based on TCPS requirement for composition with no attention to portion of membership (i.e., ignore PRE interpretation regarding 50%)</li> <li>· establish quality quorum – where not all reviewers are counted in quorum or considered voting members</li> <li>· designate alternate members</li> <li>· establish different quorum requirements for Full Board review versus other business (TCPS article 6.9 is specific to “decisions regarding full review”)</li> <li>· Affirm decisions at next quorate meeting when required (i.e., formalize what we have been doing)</li> <li>· Accept written submissions from members unable to attend a meeting (in the TCPS interpretation, but not in TCPS2)</li> <li>· Use technological means to include those who are physically away from campus (TCPS article 6.10)</li> </ul> <ul style="list-style-type: none"> <li>· sister institutions have also documented this issue in their annual reports</li> <li>· Concern rose about body count plus TCPS requirements becoming even more difficult to achieve once there are two boards</li> <li>· Suggestion: give REB members a specific number of meetings they can miss</li> <li>· Children’s Hospital of Eastern Ontario (CHEO) adopted guidelines regarding attendance: “members must attend a minimum of 75% of the monthly REB meetings each year...if a member’s attendance drops below 75%, a meeting will be convened with the Chair. In the event that a solution cannot be agreed upon, the REB member will be</li> </ul>	<ul style="list-style-type: none"> <li>· LW and JF to develop questions around quorum and attendance for REB member survey to gain more input</li> </ul>

		<p>asked to forfeit his/her seat and another member will be appointed.”</p> <ul style="list-style-type: none"> <li>· Suggested strengthening language in appointment letters to more clearly outline members’ responsibilities</li> <li>· Suggested the office solicit input from individuals that were not present at the meeting</li> <li>· Revise our policy in the faculty handbook</li> <li>· Suggested to continue with educational opportunities when quorum cannot be met</li> <li>· More input needed before decision can be reached</li> </ul> <p><b>Update from National CAREB conference</b></p> <ul style="list-style-type: none"> <li>· Together MM and LW were responsible for professional development for advanced research ethics administrators/members</li> <li>· Two case studies from Brock were discussed</li> <li>· One study involved deception that was approved by the REB but VP-Research denied funding to the study</li> <li>· Second study involved auto ethnography and the discourse of romance</li> <li>· In the second case the Board was split and the participants were informed that some members of the Board did not believe the benefits outweighed the risks</li> <li>· SOPs were discussed at the conference</li> <li>· The SOPs needed for our office will focus on processing</li> </ul> <p><b>Educational Outreach for Guidelines for Minimal Risk Research Involving Alcohol Consumption</b></p> <ul style="list-style-type: none"> <li>· The REB agreed that follow up is needed as an educational piece</li> <li>· Was suggested a member of CCOVI be invited to join the new BREB</li> <li>· It was suggested that education around these guidelines be targeted to researchers who do research involving alcohol consumption (also send it to manager of Isaacs and Kim Meade)</li> <li>· Suggested we could also target more broadly – send to point person in each Faculty and ask them to forward it</li> <li>· Suggested to send guidelines to researchers whom we emailed for input last year when drafting the guidelines</li> </ul>	<ul style="list-style-type: none"> <li>· LW to write SOPs for the office and bring them to the Board</li> <li>· KW to draft educational email and send to targeted researchers, Manager of Isaacs and Kim Meade</li> </ul>
4	<b>Education</b>	<p><b>Scholarship of Teaching and Learning</b></p> <ul style="list-style-type: none"> <li>· LW explained what the scholarship of teaching and learning is – looking at learning and how to improve teaching practices. which in turn could improve student outcomes</li> <li>· Two articles were discussed on this subject</li> <li>· Main goal is for teacher-researchers to fully understand their teaching work but also the scholarship that comes out of it</li> <li>· Guidelines for additional support should be developed</li> </ul>	<ul style="list-style-type: none"> <li>· LW to circulate both articles to REB members</li> </ul>
5	<b>Other Business</b>	<p><b>Emails</b></p> <ul style="list-style-type: none"> <li>· LW discussed a plan to lighten REB members’ email load</li> <li>· The office will no longer copy clearance letters and final report closure notices to REB members</li> </ul> <p><b>Thank you to out-going REB Chair (2007-2011)</b></p> <ul style="list-style-type: none"> <li>· JF spoke on behalf of Ian Brindle to thank out-going REB Chair – Michelle McGinn.</li> <li>· MM has agreed to continue with the REB and will be Vice-</li> </ul>	

		Chair on both Boards · this is her last meeting as Chair · she will not be leading the meeting in June	
6	<b>Adjourned</b>		