



Institutional Review Board

POLICY NUMBER

6-002

Responsible Office: <i>Office of Institutional Effectiveness and Strategic Initiatives</i>	Effective Date: 08/31/2018
Responsible Official: <i>Vice Chancellor for Academic and Student Affairs</i>	Last Reviewed Date:
Policy Classification: <i>Institutional Effectiveness and Strategic Initiatives</i>	Origination Date: 08/31/2018

I. POLICY STATEMENT

The purpose of this policy is to specify the manner in which applications for Human Subject Research will be reviewed and acted upon. Baton Rouge Community College (BRCC) is establishing an Institutional Review Board (IRB) in order to protect the rights and welfare of human research subjects participating in research conducted, sponsored, or approved by Baton Rouge Community College; and in order to comply with Title 45 Code of Federal Regulations, Part 46, Protection of Human Subjects.

II. POLICY RATIONALE AND SCOPE

This policy regarding the use of human subjects in research activities recognizes the institution's responsibility to comply with applicable Federal Regulations; protect the rights, well-being and personal privacy of individuals; promote beneficence to participants; assure the favorable climate for the conduct of academic-oriented inquiry; and protect the interests of Baton Rouge Community College.

III. POLICY AUDIENCE

The audience for this policy includes BRCC faculty, staff, students, and third-party research investigators or participants.

IV. POLICY COMPLIANCE

The Institutional Review Board will be guided by and operate in compliance with applicable sections of Title 45, Code of Federal Regulations Part 46, Protection of Human Subjects, revised January 15, 2009. The policy is further informed by The Family Educational Rights and Privacy Act of 1974 (FERPA), and Title 34, Code of Federal Regulations Part 99, Subpart D.

POLICY DEFINITIONS

Research means “a systematic investigation, including research development, testing and evaluation, designed to develop or contribute to generalizable knowledge.” This will include any study whose results are to be presented publicly, such as in published form (e.g. books, journals, internet sites, doctoral dissertations, master’s theses) or in public speaking settings (e.g. academic conferences, lectures, campus presentations).

Human subject refers to “a living individual about whom an investigator (whether professional or student) conducting research obtains (1) data through intervention or interaction with the individual, or (2) identifiable private information” pertaining to individuals.

Intervention refers to “both physical procedures by which data are gathered and manipulations of the subject or the subject’s environment that are performed for research purposes.”

Interaction includes “communication or interpersonal contact between investigator and subject.”

V. POLICY IMPLEMENTATION PROCEDURES

The Institutional Review Board will follow the procedures as outlined in the Institutional Review Board (IRB) Manual of Procedures and is responsible for updating the Manual as appropriate.

VI. POLICY RELATED INFORMATION

The IRB must be composed of a representative from the Office of Institutional Effectiveness and Strategic Initiatives, appointed by the Vice Chancellor for Academic and Student Affairs (or equivalent officer); a Grants representative, appointed by the Vice Chancellor for Academic and Student Affairs (or equivalent officer); at least two faculty members, one from a department within the Science, Technology, Engineering, and Mathematics (STEM) Division, and the other from a department outside of this Division, both faculty members appointed by the Vice Chancellor for Academic and Student Affairs (or equivalent officer); and one member of the community who is not employed at the College, who shall be appointed by the Chancellor. Additional faculty or staff members may serve in an advisory capacity where appropriate. Members will serve terms of three years and may be re-appointed.

VII. POLICY HISTORY AND REVIEW CYCLE

This is a new policy. The effective date of this policy is determined by the approval date of the College’s Chancellor. This policy is subject to the College’s standard three year policy review cycle, which commences after the effective date of the policy.

VIII. POLICY URL

This policy may be found at:

http://www.mybrcc.edu/about_brcc/policy_index/institutional_effectiveness/index.php

IX. POLICY APPROVAL - SIGNATURE, NAME, TITLE, AND DATE OF OFFICIAL

A handwritten signature in blue ink, appearing to read "Larissa Littleton-Steib", is written over a horizontal line.

Larissa Littleton-Steib, Ph.D.
Chancellor

08/31/2018

Date

Effective Date of Policy