

BROCK UNIVERSITY RESEARCH ETHICS BOARD
Monday August 15, 2022
12:00 – 2:00 p.m.
Teams

Minutes of the SREB Meeting

Attendance

Alyssa Bax (non-voting)
 Chae Lynn Bush (non-voting)
 Dipanjan Chatterjee
 Jo-Ann Boyle-Jackson
 Linda Morrice
 Lori Walker (non-voting)

Michele Donnelly
 Miya Narushima
 Nicole Luke
 Robert Steinbauer
 Sandra Kroeker

Regrets

Heather Chalmers
 Veronica Panchyshyn

MINUTES		
ITEM	DISCUSSION	ACTION
1	<p>Motion to approve Agenda</p> <ul style="list-style-type: none"> • Approved <p>Motion to approve July Minutes</p> <ul style="list-style-type: none"> • Approved <p>Motion to approve July Decision Report</p> <ul style="list-style-type: none"> • Approved 	<p>Motion to approve: MN Seconded: LM All in favour</p> <p>Motion to approve: LM Seconded: RS All in favour</p> <p>Motion to approve: RS Seconded: NL All in favour</p>
2	<p>Discussion Items</p> <p>Clinical Trials Ontario (CTO) non-clinical pilot project</p> <ul style="list-style-type: none"> • CTO has launched a pilot project for non-clinical reviews • As a non-clinical REB, we follow the SOP of N2 (Network of Networks) which has been reviewed through both CAREB and the American system. • The Brock ORE has agreed to pilot the program which will begin in January 2023. • CTO has an REB that projects can be submitted to for review. • Being CTO certified could possibly expedite the timeline for previously approved projects and if not, it is still a good way to receive an external review and be a leader in Canada. • The pilot project could potentially ask for chair or member interviews. We will inform you closer to January if that is a possibility. <p>REB member survey</p> <ul style="list-style-type: none"> • We are going to put together an optional survey for REB members asking what you saw as barriers and helpful and suggestions for the future. The survey will be anonymous except for panel on REB and # years you've been on the board). • The survey will be sent out in September or October to both current and past members. • Responses to this survey will help us to identify training needs and in light of COVID-19, inform our "extenuating circumstances" guideline which needs to be updated as it was originally written in response to faculty members potentially going on strike (i.e., not for a pandemic). 	

- If you decide to complete the survey, your thoughts, comments, and criticisms are all welcomed, especially in terms of training.
- Synto system launch plan**
- The office is still working to get the online Synto system ready for September.
 - The initial application and review cycle and will be complete as of August 22.
 - Training of the office will be in late August (train the trainer)
 - We will do a soft launch on September 1st (i.e., can use if you want).
 - Weekly or bi-weekly training sessions will be made available university-wide throughout the fall.
 - The hard launch will take place on January 1st, 2023 (i.e., must use).
 - Each training session will be geared towards the attendee's specific role(s).
 - The system is completely online, and it is recommended to be accessed via google chrome.
 - Q1: Can new applications still be sent in the form of a word doc for now?
 - A1: Yes, we recommend researchers try the new system prior to its implementation in January 2023, however, it is not required.
 - Q2: Will the training be different for applicants vs. reviewers etc.?
 - A2: Yes, all training sessions will be specific to the roles of attendees.
- SREB chair**
- We still need someone to fill the chair role for the majority of the upcoming year.
 - Acting chairs have come forward. One for September, and another in October. Hopefully Angela can chair in November and December, but she is on sabbatical starting in January 2023.
 - The VPR knows and has spoken to the faculties and Deans.
 - The acting chairs will be able to help the new chair as they are being trained.
 - The responsibility to find a chair falls on the university.
 - Comment: In the future we should consider choosing these types of roles in advance (e.g., a year or two in advance) so that they can prepare ahead of time, and we don't run into staffing issues.
 - Comment: May is likely not too late to find a chair prior to the start of the fall term but earlier would be better if there is expressed interest.
 - Comment: The University of Windsor's REB has a full-time chair that has more responsibility than our chairs have had thus far. We could consider changing our model in the future.
 - Q1: Can we advocate for additional teaching releases?
 - A1: The previous chairs have said that one course release is enough (co-chair = half course release)
 - Q2: Are members more likely to be a chair with two course releases?
 - A2 a: General opinion that chairs may be easier to find with a greater number of course releases – especially in a co-chair model.
 - A2 b: The amount of REB work exceeds that of a course. More course releases would certainly help to convince faculty to become chair. Research is now catching up with in-person being up and running again.
 - A2 c: Comparing the chairs work to courses that are already established then yes, the REB is more of a time commitment. However, what would the strategy be for adding additional teaching releases? For the faculty to be almost fully released from teaching raises its own concerns.

		<ul style="list-style-type: none"> • Ideally a chair would have recently been on the board. • Training of potential chairs could be done through having them be acting chairs for the previous year or vice-chairs could become co-chairs. • Based on workload SREB co-chairs with a full course release but it would be difficult to give a single chair 2 full releases (i.e., no teaching). • There appears to be a general attitude across Brock that faculty members don't want to take on extra responsibilities because they are already overworked • Mental health has impacted us all over COVID. We are all tired and there is a lot of burnout throughout work settings. • In addition to chairs, we also had to push for members to join. If no one steps up to be chair the SREB research may have to be placed on hold. • Comment: Community members would hate to see the Brock SREB not continue to operate as normal. The community has seen that the world has changed and that individuals need a greater work-life balance. • This is a good conversation to take back to the AVPR. We don't currently know what will happen this year, but we will see as we go. The acting chairs can delegate review types to Lori (e.g., modifications) in the meantime. <p>Other Business</p> <ul style="list-style-type: none"> • n/a 	
3	Adjourn	Meeting adjourned at 1:27 p.m.	Motion to approve: NL Seconded: RS All in favour