

<b>Title</b>	<b>Policy for Meeting Schedule</b>
<b>Approval Required</b>	<b>Baker College Institutional Review Board</b>
<b>Revision Level</b>	<b>2</b>
<b>Revision Date</b>	<b>March 28, 2019</b>
<b>Original Author of Policy</b>	<b>Denise Bannan, PhD</b>

### 3 SCOPE

1.1 This policy is designed to:

- 1.1.1 Set the frequency of IRB meetings.
- 1.1.2 Establish rules for cancellation of meetings.
- 1.1.3 Create policy for the notification of the Baker College community about meeting times.

### 4 POLICY

- 2.1 The IRB will schedule meetings on a monthly basis or as needed.
- 2.2 When no protocol requiring review by the full board has been submitted for review by the timeline established in Policy 4 (Policy on Processing of Research Protocols), the Chair will inform the members of the IRB via email as early as practical that the regularly scheduled meeting will not be held.
- 2.3 Members of the Baker College community, as well as all other individuals who may have appropriate business in front of the committee, will be notified of the meeting schedule.

### 5 PROCEDURE

- 5.1 The Chair will contact all members of the IRB inviting them to attend the first meeting of the academic year. At this meeting, a common meeting time and place will be established. The Chair will make necessary arrangements to secure a location or establish meetings via an online platform.
- 5.2 The IRB will establish, with the assistance of IT (Information Technology), a website for faculty where a copy of the IRB meeting schedule will be maintained.

<b>REVISION LEVEL</b>	<b>REVISION DATE</b>	<b>REVISION COMMENTS</b>
0	September 24, 2003	Initial Issue
1	June 11, 2015	Language Revision
2	March 28, 2019	Language Revision

