

ACADEMIC PLANNING COUNCIL MINUTES
Wednesday, November 2, 2016, 9:00 – 11 a.m.
Wisconsin Idea Room

Present:
 Diana Hess, Chair

Department Representatives: Brad Brown, Eric Camburn, Susan Smedema for Bonnie Doren, Gary Diffie, Erica Halverson, Bill Hoyt, Dan Lisowski, Stacey Lee for Adam Nelson, Nancy Mladenoff, Jin-Wen Yu

Academic Staff Representatives: Ann Halbach, Ann Fillback Watt, Robin Worth

The Academic Planning Council was called to order at 10:30 a.m.

A motion to approve the meeting agenda and the July and September minutes was moved by Jin-Wen Yu, seconded by Erica Halverson, and unanimously approved.

Kinesiology Program Code Designations (Jeff Hamm)

All students on campus have an associated degree/major code that indicates their current academic goal. Several Kinesiology codes need to be discontinued and a new code created. The Department of Kinesiology Undergraduate Studies Committee, the Department of Kinesiology faculty, and the School of Education Programs Committee have approved the following change requests:

- Creation of a new pre-Physical Education program code and discontinuation of the old one.
- Discontinuation of the previous Physical Education program code for admitted students.
- Discontinuation of outdated and currently unused program codes.

A motion to approve the change requests was moved by Brad Brown, seconded by Gary Diffie, and unanimously approved.

Institutional Review Board Annual Report (Bob Mathieu)

Bob presented a summary of the Education and Social/Behavioral Science Institutional Review Board (ED/SBS IRB) Annual Report for the 2015-16 academic year (see the full report on the AC/APC web agenda for November 2016).

The IRB office is now fully staffed. Stephanie Wilson is our School of Ed contact person and is available to talk with departments regarding IRB issues.

While the number of new applications is down, the total number of reviews conducted by the ED/SBS IRB remains constant. As predicted in last year's report, the data include an uptick in the number of Reportable Events and Change of Protocol applications, due in part to the roll-out

of the PAM (Post Approval Monitoring) program early in 2015. The PAM team is a part of, and overseen by, the Vice Chancellor for Research and Graduate Education (VCRGE) office (see the KnowledgeBase (KB) page for Frequently Asked Questions about the PAM process: <https://kb.wisc.edu/gradsch/page.php?id=46261>) Nadine Connor is the new Interim Associate Vice Chancellor for Research Policy and Compliance in VCRGE.

Due to increased inquiries from researchers about PAM audits (and questions from PAM auditors), the IRB staff reported significant impact on their workload. Some investigators used the self-audit tools offered by the PAM team and then contact the IRB office with concerns or uncover events that might need to be reported to the IRB. While that has a positive impact from the perspective of overall campus compliance, it has had a notable effect on the IRB staff work.

However, at the time of the report, the learning curve seems to be shifting in a more positive direction. Study Teams now have a better handle on what the internal audit process encompasses, and members of the PAM team are aware of the expectations of the IRB in terms of what needs to be reported, and what could be more appropriately framed as quality improvement “suggestions.” A PAM working group has also been formed to facilitate cross-campus discussion in regards to the audit process and how it integrates into the IRB process.

The IRB office staff have continued their efforts to offer a variety of opportunities for outreach education. For many of these events, departments, faculty, and staff specifically requested outreach visits that were customized to address the projects and questions for each audience.

The weekly “Bring Your Laptop” drop-in hours continue to be a resource that researchers – graduate students in particular – seem to appreciate. Researchers are encouraged at training sessions, and via the IRB newsletter and website, to drop-in to the IRB office for general assistance without needing to make an appointment ahead of time.

There continues to be extensive discussion across campus around IRB practices regarding implementation of the Common Rule, sometimes contextualized as “burden and limitation without additional protection.” Jan Greenburg, AVC of Social Studies in VCRGE, surveyed all faculty and staff regarding IRB. The response rate was high, and analyses are targeted for January. The School of Ed included two additional questions on the survey, specific to this issue.

Council members shared their experiences with PAM audits.

Academic Planning Council meeting was adjourned at 11:10 a.m.

Minutes respectfully submitted by Sheila Voss

Minutes approved by Dean Diana Hess: December 5, 2016

Minutes approved by Academic Planning Council: December 7, 2016